

The meeting of the Douglass Township Board of Supervisors was called to order at 7:38 P.M. Attending were Chairman Fred Ziegler, Supervisors John Stasik & Fred Theil, Solicitor Paul Bauer, Robert Campbell, Mike Heydt, Chief Templin, Cynthia O'Donnell, Pete Hiryak and approximately 25 residents.

Mr. Ziegler led us in the pledge of allegiance. Mr. Bauer announced that there was an Executive Session held prior to the Board of Supervisors Meeting to discuss the potential litigation matters involving Berks Mont Municipal Authority (BMMA), no action was taken, no votes or decisions have been made.

Mr. Ziegler asked if there were any changes, corrections, or comments on the minutes of July 16<sup>th</sup>, 2012 Board of Supervisors Meeting, no changes or comments were given.

A motion was made by Mr. Theil, seconded by Mr. Stasik to approve the minutes of the July 16<sup>th</sup>, 2012 Board of Supervisors Meeting. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

Mr. Bauer announced that there was also an Executive Session held on Tuesday, August 14<sup>th</sup>, 2012 to discuss issues involving BMMA. Mr. Ziegler stated that he wants to be notified if the BMMA Board Member in question is attending the BMMA Meeting on Monday, August 27<sup>th</sup>, 2012.

#### **Ambulance Report – Warren Moser**

Mr. Moser stated that through efforts of Supervisors, members of administration, Ambulance, Fire Co, and Police we work as one. On July 3<sup>rd</sup> departments worked hand in hand and brought an individual back to life and the individual is with his family today, the patient would like to be present when these individuals are given lifesaving awards at the September 2012 Douglass Township BOS meeting. Working together for the residents of Douglass Township is what it is all about. He also mentioned that a thank you letter was received from Chief Templin regarding a job well done by the ambulance crew that was on scene while police were conducting a search for a mentally disturbed subject on July 18, 2012. Mr. Ziegler commented that we have the best crews in the area, it is very difficult for the crews to handle the stress of some situations, and it wears on a person over time. The total number of calls for the month of July 2012 was 198; 42 calls were from Douglass Township. 72 patients were transported, 9 cancellations, 9 refusals, 1 no treatment required, 3 no patient found, 3 DOA, and 1 Fire scene standby. The truck committee is still working with a representative from Braun to develop a firm price for the new vehicle we are interested in. Mutual Aid – will be setting up a meeting with Dave Babb from Boyertown Lions Club Ambulance in regards to agreeing on fixed pricing for both squads for details in order to standardize pricing and to discuss covering each other's area if crews are unavailable. Ambulance Licensure inspections – during the next 60 days GACAS staff members are being asked to inspect all of our equipment and written policies to determine compliance for our license renewal September 2012. Details – Boyertown Grizzlies Regional Finals, New Hanover Summer Blast, New Hanover United Methodist Church 5K Race, New Hanover Township Fall Frolic to be held on September 15, 2012. County Radio Project – re-banding of 800 EMS radios is expected to begin in the first quarter of 2013. Training materials including a website and video have been completed and will be made available to EMS personnel the fourth quarter of 2012. House Resolution 315 – the proposal still sits in the House of Representatives to study the funding of the EMS System in the State. The Einstein Hospital/Montgomery County will open late September 2012; there will be a public open house on September 22, 2012. Once it is certified as a trauma center GACAS may be transporting trauma patients to their facility. No questions were asked.

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 July 2012: 2 vehicle fires, 3 wires, 3 fire alarm/CO2 alarms, 3 vehicle accidents, 3 fire police, 5 assists to other departments, and 1 special service for a total of 20 calls. The Fire Company was in service for 25 hours and 27 minutes. Chief Smith commented that the fund drive to date is \$23,370.00 and the donations are still coming in. Chief Smith thanked Mr. Moser for his comments and added that as first responders we get to see this community at its worst, however when we work together it makes it easier. Bingo is going well we average 80-100 people per week and \$50,000 was turned over by Bingo to the new truck fund. Mr. Theil commented that Bike Night went very well, everyone worked well together. A resident questioned if there is an official permit given by PennDot to close E. Philadelphia Avenue for Bike Night, the manager responded yes. Another resident questioned why so much traffic went into residential areas, the manager replied detours were in place but some traffic was looking for short cuts depending to the different destinations. Mr. Ziegler stated that we will discuss this more after the reports are given. No other comments were given.

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

**Police Department Report – Chief Templin**

Statistics for July 2012 – 440 incidents reported, 8 reportable accidents, 8 non-reportable accidents, 23 criminal investigations, 5 criminal arrests, 189 traffic citations, 232 non-traffic citations, 8,073 miles traveled, money received by the Township \$6,829.59. Chief Templin stated that he looked into a complaint received in reference to the dangers posed to pedestrian traffic and various parking issues in the Greenbriar development. There was discussion on posting “No Parking” signs throughout the development. There was also some discussion on speeding issues as well. A traffic study was conducted on Hawthorne Avenue for a two week period and out of 710 vehicles the highest speed recorded was 37mph and no parking issues were found. Nicole Saxon was present and stated that vehicles are still parked on both sides of the road and speeding was not her issue, the cars were moved for a short period but are parked in the same area again, they are parking against traffic. Chief Templin stated that parking against traffic can be handled. She understands the findings but does not agree with them. Mr. Bauer asked if the resident could widen his driveway to accommodate his vehicles instead of parking on the street. Mr. Ziegler asked if we couldn’t do something there such as a crosswalk. The manager commented that the Homeowner’s Association has a role to play in this situation and should make a combined effort to resolve this however the HOA is not existent anymore, and he also stated that there are no sidewalks to put a crosswalk in that development. Mr. Bauer, the manager, and Chief Templin will meet and try to find a resolution to this situation. Chief Templin will talk to the other resident that complained about speeding and explain that based on the traffic study there is no speed issue. On July 18, 2012 we had a mentally disabled subject wonder off into the fields/wooded area near 880 Congo Road. It was very hot and humid that day with the temperature reaching the 100 degree mark. We conducted a search of the area and ended up catching up with the subject later that afternoon. We found the subject dehydrated and needing medical attention. I just wanted to take the time to publicly thank a few people who were out there helping with the search. I want to thank Officer Brad Fox and his K-9 from Plymouth Township Police Department, Cpl. Royals from the Pennsylvania State Police Aviation Unit, the New Hanover Township Police Department, Gilbertsville Fire & Rescue (especially Andrew Duncan), Gilbertsville Ambulance, Douglass Township Road Crew (especially Michael Heydt), and Officer Perretta, Officer Poux, Officer Ziegler, and Detective Evans from our own police department. The time and effort put forth that hot and humid day was very much appreciated. All of our officers and our office manager have completed their IS-00700.a National Incident Management System and IS-00100.LEB Introduction to the Incident Command System courses in preparation for the grant that our Emergency Management Coordinator Dave Myers is applying for. Our new police vehicle has arrived and was put into operation on August 15, 2012. The Chief also stated that they will have a college student from Alvernia University completing his internship here at our police department. The student has passed all of the requirements including a background investigation. The student will begin on August 27, 2012. No other questions were asked.

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

**Recycling Report presented by Andrew Duncan**

Mr. Duncan presented the Outstanding Achievement Award for recycling to the Board of Supervisors, commenting that this is the third year in a row that the Township has received this award. The electronics recycling company that the Township uses, We Recycle, will terminate electronics recycling in Montgomery County so we will have to find someone to replace them. Mr. Theil mentioned that out of Montgomery County Douglass Township was the only municipality to receive this award and congratulated Mr. Duncan for his efforts. For the month of July/August 2012: 1load of cardboard to Reading for \$618.20, and 3 loads of light iron to Pottstown. The chipper was out to 6 residences for curbside chipping this month; five were exempt from the chipping fee. Mulch and leaf compost is available, the cost is \$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. The DEP 904 grant has just been opened and I will have the rough draft with numbers prepared for Cindy by the end of the week for 2011 recycling tonnages. No other questions were asked.

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

Mrs. Cole from Virmay Drive addressed the Board stating that she had signed petitions from concerned residents pertaining to the Bike Night detour, there were no speed limit signs posted and the detour came down Virmay Drive with cars cutting through the developments, and a child got hit. Mr. Bauer stated that there is an ongoing investigation with this matter and the Board cannot comment, however this is being looked into. Mr. Ziegler stated that maybe local traffic only signs should have been put up; Mr. Bauer stated that the enforcement of these signs is the problem. Barbara Shuttleworth from Virmay Drive stated that she took pictures of the directional arrows placed, and stated that she sent an e-mail last year about the traffic and stated that she received a very nice response back that it would be addressed next year. There was no one directing traffic, you couldn't even get out of our driveways because of the traffic. The pictures and petitions were given to Chief Templin. Mr. Bauer stated that the police need to finish their investigation first and possibly by next month's meeting we should have something, we will look at the master traffic ordinance and see what changes could or should be made. Mr. Ziegler stated that we could look at different options for Bike Night.

**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.
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. Submitted request for additional 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. Received conditional approval by Zoning Hearing Board.
9. Wawa; Rt.100 and Grosser Rd. – Received concept plan approval at the August 9, 2012 P/A meeting. Mr. Ziegler stated that the Board wants to be actively involved with the PennDot meetings.
10. Cobblestone Crossing-Phase 3- Beazer. Residential construction on-going.
11. Market Street/Act 209 – Presented conceptual road improvement layout at P/A meeting. Intent of Concept plan for presentation of improvements to state highways to Penn Dot. Plan also submitted to developers via e-mail.
12. Congo Road/Philadelphia Avenue Traffic Report – New timing devices have been installed at both the Congo Road and Gilbertsville Road intersections as recommended by PennDot. Mr. Theil stated that since the developers received copies of the concept plan for presentation to PennDot, Mr. Gambone should now be billed for the engineering fee that he agreed to-not exceeding \$1500. No questions were asked.

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**

**Appointment of Solicitor** - Previously, I made you all aware of the dissolution of the Law Office of Garner and Bauer. Chuck and I have decided to go our separate ways. Although we will no longer be partners, we will continue to work together for the best interest of Douglass Township. As a result of this issue, the Board will need to take formal action on the appointment of a solicitor for the Township and Planning Agency.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to appoint Mr. Paul Bauer as the Solicitor for the Douglass Township Board of Supervisors and to appoint Mr. Charles Garner as the Solicitor for the Douglass Township Planning Agency. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

**Zoning/Code Violations** – We recently had a second meeting with William Friel and his attorney, James Markofski. As you know the Township has received several complaints about the truck traffic and the hours of operation for his business operation. The matter is somewhat complicated because Mr. Friel has two separate businesses, both of which he received approval from the Douglass Township Zoning Hearing Board. We were supplied with information regarding each business including but limited to office hours, equipment and a general description of services being offered. I believe the meeting went well, and we are heading in the right direction. It was suggested that Mr. Friel and /or his attorney meet directly with his neighbors to determine if he can minimize the impact of his business on them. A follow-up meeting has been scheduled to allow another update at our next BOS meeting. Mr. Bauer was pleased with the progress. A meeting was held onsite of the Wayside Chapel. Present were representatives of the Township as well as Mr. Kulp, his attorney and the contractor performing the work. It appeared to me that the contractor had made some progress, although not as much as we would have liked. We gave him specific instructions, took additional photographs, and set up another date for August 28<sup>th</sup> to again meet at the site. We advised them that if the work was not up to speed when we returned, I would be asking the BOS to authorize me to fight their appeal at the county court. I will keep the BOS informed, and will provide you with an additional update prior to our next BOS meeting. **Litigation Matters** –The Township received notification from the PA Unemployment Compensation Referee regarding the Joseph Werner case. Mr. Werner was granted unemployment benefits pursuant to his appeal. As you know the Board instructed me not to prosecute the appeal, in exchange for a Release from Mr. Werner for all other legal claims. A letter has

been drafted and sent to Mr. Werner's Attorney seeking a withdrawal of his complaint with prejudice, meaning that it cannot be brought again. Mr. Bauer stated that two Executive Sessions were held regarding BMMA, the joint Municipal Authority with Colebrookdale Township and Douglass Township, involving one of our appointees that has been ill and has missed some meetings, the Board has decided to allow the gentleman to serve the remainder of his term, however will not be reappointed. If anyone is interested in serving on the BMMA Board please notify the Township. Most of the other issues with BMMA could be resolved by a meeting between BMMA and the Board of Supervisors, the Solicitors, and the managers. In addition, someone from BMMA should give a monthly report and the Township should receive the monthly minutes. Mr. Ziegler directed the manager to set up a meeting between BMMA, BOS, the managers, and the Solicitors. Mr. Stasik stated that we have several very important positions with openings and requested anyone interested to submit a resume, Mr. Theil stated that we are not appointing by resume but by the majority of the Board. Mr. Brumwell had several questions on the Bay Ridge Veteran's Assisted Living proposal, questioning the number of employee's, Mr. Ziegler stated that this a proposal that will take a long time, Mr. Bauer added that this will be going through a long process, there are many issues to be ironed out before they are ready to submit a formal plan. Mr. Brumwell stated that he wants to keep that area agriculture, now we have Quigley Buses also in the agricultural area. Mr. Theil stated that we get money from developments and businesses, unless you want to see your tax base doubled. Mr. Ziegler stated that he will personally invite Mr. Brumwell to any staff meetings involving the Bay Ridge proposal. Carl Hiryak stated that the Board has to consider all applicants for positions, Mr. Ziegler stated that Greg Lignelli removed John Stasik and Clem Seroski from the authority when he was in office and I felt that was wrong so when I came into office I voted to reappoint both however since then not once did we receive reports. We can shut them down. Mr. Theil added you want to talk about the Buddy Buddy system, ask former Solicitor Markofski about a Buddy Buddy system. Mr. Yarnall mentioned that he never saw scenes like this at a public meeting; Mr. Ziegler stated that is not true, I saw a guy die right here from an argument at a Township meeting. No additional comments were given.

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. Theil, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

**Mike Heydt presented the Highway Report** – (July 17, 2012-August 20, 2012) Fix potholes on Lone Pine Road and Weller Road. Helped to blacktop Hoffmansville Road. Replaced pipe on Hoffmansville Road. Dug French drain along Greenhill Road. Re-graded dirt roads after rainstorms. Cut keys for blacktopping Swinehart, Mill Street, Virmay Drive, and Linsenbeidler Roads. Blacktopped Swinehart and Lisenbeidler Roads. Cut ditch along Congo-Niantic Road. Prepared for Bike Night. Mr. Sell asked Mr. Heydt to repair two huge holes near Henry and Miller Road. No other comments were given.

**Mike Heydt presented the Zoning Report** – Mr. Heydt stated that clean up is continuing at 1407 E. Philadelphia Avenue and he visited Mr. Adams on Mill Street he is still in the cleanup process but is now able to mow grass. Mr. Heydt followed up on two grass complaints on Cobblestone Drive. Mr. Theil commended Mr. Heydt and the road crew for a good job on Hoffmansville Road blacktopping. No other comments were given.

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

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

The treasurer stated that the unpaid bills totaled \$373,700.71 included in the billing is \$260.00 from Pennoni for the Route 100 Concept Plan. The year to date costs for Market Street engineering are \$4,035, and the total to date

costs for Market Street engineering are \$14,917.25, the treasurer asked for the Board's authorization to pay the bills. Unusual items are A-1 Traffic Control Products, Anthony J. Casper, Bechtelsville Asphalt, EMC Insurance, Graber Letterin, K & G Property Maintenance, Omega Systems, Reid Paving, and Signal Service.

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.

Payment was received for the property maintenance at 295 E. Moyer Road.

As a result of our Workers Compensation Audit, additional payment of \$2,081 is due for the 6/2011 to 6/2012 policy year. The additional amount is owed because of higher actual police salaries vs. the estimated police salaries when the policy was written. As of August 20<sup>th</sup>, the year to date income is 1.8% ahead of last year's income to date. This is a \$39,271 change. The increase is due to higher collections of real estate taxes - \$16,073, cable television franchise - \$5,869, building permits - \$9,468, and refunds of prior year expenses - \$24,167. The year to date income for Earned Income Tax is 1.3% behind last year's income to date, and the year to date income for LST is 15.4% behind last year's income to date. This lag in income is most likely occurring because of the change in tax collector from Boyertown School District to Berks Earned Income Tax Bureau for 2012. The year to date income is \$2,248,291, which is 78.3% of the 2012 budget for income. As requested at the 2011 audit closing meeting, Herbein + Co. is submitting their engagement letter for the years 2012, 2013, and 2014. The fee quoted for each year is \$8,500 for the Township audit, and \$3,500 for the Tax Collector audit. This fee is consistent with the fees charged for 2011. The engagement letters should be signed and returned to Herbein + Co. at the earliest convenience.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to approve the engagement letter by Herbein + Co. for years 2012, 2013, and 2014 for the Township audit at \$8,500 per year, and the Tax Collector audit at \$3,500 per year for three years. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

The Treasurer asked the Board to approve some budget amendments in the amount of \$93,940.95

A motion was made by Mr. Ziegler, seconded by Mr. Theil to approve the budget amendments recommended by the Treasurer in the amount of \$93,940.95. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

#### Local Services Tax – LST

Rate change is enacted by ordinance. Effective date of change is January 1 following enactment of ordinance. Berks EIT Bureau, who is the LST tax collector, would like notification of change by November 1 so that changes can be made to the forms to be sent to employers, and so that notification of the rate change can be given to the employers. DCED must be notified by December 1 for the rate change to be shown on the official tax register which is released on December 15. All employers within the taxing jurisdiction are required to withhold the tax if it is listed in the official register. Based on our 2011 receipts of \$18,681, approximately 3,812 employees paid the \$10 LST tax (\$5 of the tax is remitted to the school district). If the rate is increased to the maximum combined rate of \$52 for 2013, additional income of approximately \$150,000 would be realized, bringing the total LST income to \$168,681. The increase from \$10 brings other rules to the payment and collecting of the LST tax. Any tax rate over \$10 must allow for a low income exception for those taxpayers earning less than \$12,000 annually. Also, the tax is collected on a per pay period throughout the year, rather than with one payment. Act 222 of 2004 required that municipalities use funds from an EMST for police, fire or emergency services; road construction or maintenance; or for the reduction of property taxes. In addition, municipalities must use at least 25% of the tax revenues for emergency services. The 2012 budget includes sufficient expenses to satisfy the above requirements. For an LST exceeding \$10, the municipality is required to exempt persons whose total earned income and net profits from all sources within the political subdivision is less than \$12,000 for the calendar year. For an LST exceeding \$10, the tax must be assessed and collected on a pro-rata basis determined by the number of payroll periods established by an employer for a calendar year. The ordinance for the change in tax rate should be

advertised no more than 60 days or less than 7 days before passage. Based on the timing parameters listed above, the ordinance could be adopted at either meeting in October. For budget preparation, the second meeting in October is usually when the projected revenue for the following year is presented.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to increase the Local Services Tax from the current \$10 to \$52 for year 2013 and to authorize Mr. Bauer to prepare an ordinance reflecting this change for advertisement. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

Mr. Theil asked if the budget for recycling included overtime, and asked if we could give Mr. Duncan an increase of \$5,000. The treasurer commented that Mr. Duncan's salary is divided between the recycling, park & recreation, and road crew. Mr. Theil asked if he could have the information for him for the next BOS Executive Session Meeting in September. Mr. Sell asked if they didn't just get a raise, the manager replied yes the non-uniform employees received a budgeted 3% pay raise in January. The manager suggested to the Board that this be looked at during the budget meetings for year 2013. Mr. Stasik asked the treasurer to compile a breakdown of the last three years of Solicitor bills as per Supervisor so he can review and compare years, the treasurer replied that 2010 and 2011 are completed and she will work on 2012 bills and supply him with the information, Mr. Ziegler replied that we can call the Solicitors anytime we have a problem but I send most through the manager. Mr. Stasik stated that we all have the right to speak with the Solicitor when needed. The treasurer announced that the Pension MMO will be ready for the Supervisors at the second meeting in September. No other questions or comments were given.

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: P/A Workshop Meeting on Thursday, September 13<sup>th</sup> @6pm, P/A Meeting @7pm – Property Maintenance/Renters Ordinance. Board of Supervisors Meeting Tuesday, September 4<sup>th</sup> @ 7:30pm, Supervisors Agenda/Executive Session 7pm.
2. COG meeting September 11<sup>th</sup> @ Pottstown Borough Hall, 7pm.
3. Pottstown Metro Regional Planning September 26<sup>th</sup>, 2012
4. P/A recommended support of Concept Sketch Plan for Wawa – (Unanimous support) Mr. Kerns sent a letter to Senator Rafferty and Representative Marcy Toepel requesting their assistance with PennDot in the presentation of the Concept Sketch Plan for Wawa.
5. Berwind II Developer requests a six month time extension for plan review.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to grant a six month time extension to Berwind II Developers for plan review. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

Mr. Ziegler asked the manager to set up a staff meeting with Bay Ridge Development. No other comments were given.

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

**Old Business/New Business**

Mr. Stasik stated that he has a scheduling conflict and he will not be able to represent Douglass Township at the Pottstown Metro Regional Planning Commission meetings, he understands that Mr. Reitz is now the Chairman for PMRPC and he would like to make a motion that Mr. Reitz be the representative from Douglass Township. Mr. Theil stated the representative must be an elected official from the Township. No other old business/new business was discussed.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to appoint Mr. Theil to be the representative for Douglass Township at the Pottstown Metro Regional Planning Commission meetings. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

**Public Comment**

Mr. Sell got a notice that the Gilbertsville Fire Company will be hosting the Annual Cancer Survivor Dinner this year, in the past it was always held at SunnyBrook, 700 people will be attending and this is a very good thing for the community. No other comments were given.

A motion to adjourn the meeting at 9:20pm was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

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

Respectfully submitted by,  
Marcy Meitzler