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The meeting of the Douglass Township Board of Supervisors was called to order at 7:34 P.M. Attending were Chairman Fred Theil, Supervisors John Stasik & Fred Ziegler, Robert Campbell, Mike Heydt, Andrew Duncan, Chief Templin, Cynthia O'Donnell, Pete Hiryak and approximately 17 residents.

Mr. Theil led us in the Pledge of Allegiance.

Mr. Theil announced that tonight's meeting would be taped. A moment of silence was held for Marcy and her family in the loss of her brother who passed away on Sunday. Betty Musser will be taking the minutes tonight in Marcy's absence.

Attorney Paul Bauer will not be present this evening.

Mr. Theil stated there was a supervisor workshop meeting on November 12, 2012 regarding Professional Appointments Fact Finding Session.

Mr. Theil asked if there were any changes, corrections, or comments on the minutes of November 5th, 2012 Board of Supervisors Meeting, no changes or comments were given.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to approve the minutes of the November 5th, 2012 Board of Supervisors Meeting. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Ambulance Report – Mr. Moser

The total number of calls for service for the month of October 2012 was 123; 46 calls to Douglass Township. 89 patients were transported, they had 15 cancellations, 11 refusals, 1 no treatment required, 2 expired on scene, 3 no patient and 2 transfer to Air Medical Service. For 2011 the ambulance responded to 1500 calls. It is expected that 2012 will exceed that number.

Approved for Pennsylvania State Fire Commissioner's Grant – Amount to be determined.

During Hurricane Sandy the Ambulance Service had 3 crews ready and staffed for any emergencies. Each one was in service for 36 hrs. totaling over 100 hrs. One crew was stationed at the Gilbertsville Fire and Rescue and two crews were stationed at the ambulance building. There was no increase in calls for service during the hurricane. No other questions were asked.

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

Gilbertsville Fire Co. #1 Report presented by Charles Haddad, Trustee

A \$75,000 payment has been received from the insurance company regarding the water contamination issue. In my judgment, this is a favorable settlement for GFC No. 1. The check has been deposited in a GFC account and I am reviewing several investment possibilities that will be discussed with GFC No. 1 and F&R. Whatever investment is selected, it will be used only to pay the monthly water bill.

GFC NO. 1 and F&R have reached a point of agreement to terminate the trusteeship and have the real estate transferred back to GFC NO 1. A committee of 2 from GFC and 2 from F&R, together with Charles Haddad will act as the transition committee and also as the committee going forward to implement the operation of building with GFC as owner and F&R as tenant. It is recognized that GFC needs F&R as a tenant for real estate tax exclusion and I believe F&R recognizes that they have a "home" that is meeting their needs. My observation is there is a good working relationship between the current leadership of both

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companies that, if continued, will be in the best interests of the township. The problem is keeping leadership in place that has, "Mutual respect and confidence in each other".

I would appreciate the BOS authorizing Attorney Bauer to work with me in doing whatever is necessary to terminate the Trusteeship by court order.

Mr. Ziegler, made a motion to authorize Attorney Bauer to work with Charles Haddad in doing whatever is necessary to terminate the trusteeship by court order.
seconded by Mr. Stasik. Vote Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Mr. Hiryak was instructed to take care of making those arrangements.

It may take most of 2013 for the transition to take place and I was asked by each company to remain available for advice and counsel in an informal way and not as trustee. I shall do so in 2013 and evaluate it at the end of that year. I shall also have 2013 budgets for each company and review financial results throughout the year. Cindy O'Donnell is working with each company to assure timely financial statements for review.

It was brought to my attention that 3 doors in social hall are not equipped with "Panic bars". These will be ordered and installed.

"It has taken longer than I anticipated or hoped, but I believe it is to the credit of the men and women of GFC NO 1 and F&R that they have been able to reach a level of "Mutual respect and confidence" that they can work together. There are always going to be issues and competing needs and interests, but if everyone keeps the mission of providing citizens of Douglass Township with fire protection as "job one", those competing needs and interest will be resolved. I enjoyed the opportunity of working with everyone and look forward to continuing to do so in a different and limited capacity."

Mr. Theil stated that everyone has been working well together for the common good. All members of the Board thanked Charles for his support, persevering and leadership.

No other comments or questions.

Fire & Rescue Report presented by Chief Smith

Fire report for October 2012: 1 structure fire, 1 brush/trash fire, 4 wires, 1 fire alarm/CO2 alarm, 1 Medivac landing, 2 EMS assists, 2 fire police, 6 assists to other departments, 1 special service, and 1 investigation for a total of 20 calls. The Fire Company was in service for 18 hours and 43 minutes. October was Fire Prevention month. The members spent a day at Gilbertsville Elementary School for fire prevention training for the students. Chief Smith thanked Chief Templin and Det Evans for their participation with this. Members were also at Boyertown YMCA, Little Faces, The Goddard School, and The Boyertown Child Care.

Training included setting up highway safety zones and blood borne pathogens.

During Hurricane Sandy, members manned the station for 24 hrs. and responded to 6 calls during that period. We had a paramedic and EMT on one of the trucks and Aglianos' provided us with a bay to house a truck north of the Middle Creek in the event we received the 10 inches of rain that was predicted. Members also helped the township road crew remove trees from the roadways.

Chief Smith wished everyone a good Holiday.

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Mike Heydt thanked the Fire and Rescue for their help during Hurricane Sandy, and also No. 1 for providing food. The EOC was open from 5pm – 4am at the fire house. Chief Smith stated that the power was off for approx. 14 hrs in the main part of town. Mr. Ziegler stated that the plan to have a truck in the back end of the township was a good one and thanked them. No other question or comments were made.

A motion was made by Mr. Stasik, seconded by Mr. Theil to accept the Gilbertsville Fire & Rescue report.

Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Police Department Report – Chief Templin

Statistics for October 2012 – 402 incidents reported. Our call volume for 2011 at this point was 3511 and in 2012 we are at 3936, so we are ahead in calls by 425 already. 10 reportable accidents, 12 non-reportable accidents, 16 criminal investigations, 5 criminal arrests, 148 traffic citations, 17 non-traffic citations, 1 parking tickets, 9,586 miles traveled, money received by the Township \$8,120.61.

Intern, Michael Christie has completed his internship at the police department on October 26, 2012. Michael wanted to pass on his many thanks in helping him achieve his goals. He is set to graduate from Alvernia University this winter.

On October 31, 2012 the police department handed out approx. 100 trick or treat bags in various neighborhoods in the Township. I have received a lot of positive feedback from the community. I would like to thank the officers for participating and donating the candy for the Trick or Treat Bag Program.

I have received word from the Bureau of Justice Assistance that our Police Department will receive a grant under the Fiscal year 2012 Bulletproof Vest Partnership Program in the amount of \$940.00 to offset the cost of purchasing bulletproof vests for our Officers. Next year 2 officers will need replacement vests and the grant covers half the cost of the vest for each vest ordered.

No questions were asked.

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

Recycling Report presented by Andrew Duncan

For the month of October/November 2012: 1 load (18 bales) of cardboard to Reading and 2 loads of light iron to Pottstown.

Mulch and leaf compost is available, The pile of brush was tub ground last Tuesday. 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.

Leaf Collection started on Monday October 22, 2012 and will end on Friday Dec 7, 2012. Also, leaves cannot be collected on days that it is raining.

With the holiday this week we will be out trying to collect all the leaves before Thursday so get your leaves out early.

43 loads have been collected from Oct 22 – Nov 16.

After Hurricane Sandy chipping was provided to 56 homes at no charge. A highway department dump truck and the recycling department chipper were used. 3 highway department personnel worked a total of 14 hours to complete all requests for chipping.

It was also recommended to have signage placed at the Recycling Center acknowledging Clem Seroski for his service to the Recycling Department.

A motion was made by Mr. Stasik to have the Recycling Department named “The Clement S. Seroski Recycle Center” with signage posted recognizing Clem Seroski for all his efforts in getting the Recycling Center started. Seconded by Mr. Ziegler. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Mr. Theil complimented Andrew Duncan and Cindy O’Donnell for their efforts when it was discovered a few months back that we were being overcharged by the trash haulers. Through Andy’s “trash policing”, counting houses, and record keeping, the trash haulers have given us a \$15,000 a year reduction in the trash collection.

No other questions of comments

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

Engineer’s Report – Robert Campbell

Reviews:

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 the 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. Had a phone conversation on September 28, 2012 with the Developer’s Engineer to discuss the current project status. Main concern is that Cobblestone Phase III isn’t developed yet, so connection points aren’t in place.
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 that location. Received plans dated January 2, 2012. Review letter dated March 1, 2012. Received conditional approval by Zoning Hearing Board. Meeting with Developer's Traffic Engineer on October 11, 2012. Discussed the traffic review letter dated April 27, 2012 and clarified the comments in the letter. Developer is preparing a logistics plan for bus routing and timing to identify stressed intersections. Developer will evaluate Swamp Creek Road width and intersections at Swamp Creek and Schlegel, and Middle Creek and Schlegel for site distance and turning radius evaluation.

9. Wawa; Rt.100 and Grosser Rd. – Received concept plan approval at the September 4, 2012 Supervisor's meeting.

Construction:

1. Cobblestone Crossing-Phase III- Beazer. Residential construction is on-going.

Other:

1. Market Street – Performed a preliminary engineering assessment of the potential access points on Route 100 and Philadelphia Avenue. Engineering assessment included PennDot, Developers, Township Engineers and Township Staff. The general location of the right in/right out for Wawa and new intersection at Gambone Property looked to be feasible. PennDot preferred having an aligned intersection at Philadelphia Avenue. The second right in/right out for the Pineville Property was received unfavorably and a relocated position along the property line of the Markofski Property was suggested. Agreement for each of the developers. No questions were asked.

Working with the Planning Commission on the economics of the Market Street Project. Moving forward in determining a fair assessment of each of the properties.

No questions or comments

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

Solicitor's Report – Presented by Peter Hiryak in the absence of Paul Bauer

Wayside Chapel - The progress for work is still ongoing. New Hearing date in Montgomery County is January 10, 2013 at 1:30 pm. Until that date and time the owners are continuing their work on the property and we will be arranging a new date for staff to meet on-site to inspect the work.

Renters Ordinance/ Property Maintenance Ordinance – At the last BOS Meeting we reviewed drafts of both the ordinances prepared by the Planning Agency. We have received for review new copies of both proposals incorporating the boards suggested changes and minor changes made by the Planning Agency. It is suggested we look over these and place this on the agenda for next month.

Delinquent Real Estate Tax Collection Ordinance – Requesting The BOS to authorize Paul Bauers office to advertise the proposed ordinance for Montgomery County Treasurer to collect any Delinquent Real Estate Taxes.

Motion made by Mr. Ziegler, seconded by Mr. Stasik to have Paul Bauers office advertise the proposed ordinance for Montgomery County to Collect the Delinquent Real Estate Taxes.

Meeting with New Hanover BOS – At the BOS request, I spoke directly with New Hanover BOS to determine their desire to periodically meet with the Douglass Township Supervisors to open a dialogue about working together on various projects/issues that might benefit both townships residents. The New Hanover Board of Supervisors were amenable to the idea, at a start, two meetings, one at New Hanover

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and the other at Douglass Township. The meetings could be held during the pre-agenda times of the meeting nights. They proposed a first meeting at New Hanover and the meeting to follow at Douglass

Township. A December/January time frame was proposed. If the BOS are agreeable, I would recommend that Pete work with Ed Wagner to arrange the details.

Mr. Theil instructed the manager to go ahead and make those arrangements.

As a sign of good faith, the New Hanover Township Board of Supervisors were agreeable to offer to Douglass Township residents, the same pool membership rates, at Hickory Park Pool, that is offered to New Hanover residents.

No questions were asked.

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

Mike Heydt presented the Highway Report – (September 18, 2012 to October 15, 2012)

We have spent the last 2 weeks helping Andy with the cleanup after the Hurricane. We have patched some holes in roadways.

Mike Heydt presented the Zoning Report – Mr. Heydt met with Mr. Adams at his property and told him it is looking much improved. You can now drive to the back of the property. He should have almost everything cleaned up by the 31st of December.

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

Treasurer's Report – Cynthia O'Donnell

The treasurer stated that the unpaid bills amounted to \$187,534.99; the unusual bills were

Alpha Space Control, \$13,096.70 for 20 miles of line painting in Douglass Township

Bechtelsville Asphalt, \$12,502.10 for overlay construction

Boyertown School District, \$22,187.96 for their collection of the Earned Income Tax and Local

Service Tax for their fiscal year, July 2011 to June 30, 2012 (This was a budgeted item)

CDW Government, \$10,568.25 for new laptops in the patrol cars

Conrad Siegel Actuaries, \$3500 for Actuarial Study for Post Employment Benefits

Montgomery County Planning Commission, \$4,892.25 for 4th Installment

PAUC Fund, \$5,681 for Claim net of credit from previous claim

Signal Service, \$4,834 for various light repairs from Hurricane Sandy and lighting strikes and they were also behind in their billing

Wright Express, \$2,193.64 – This is the new gas card company that replaces Voyager. This is a state contract company. Prices are better, more paperwork on our end. There will be a learning curve using this card.

No question or comments

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

2013 Budget Review

Our General Fund Account will exceed the budgeted income for 2012. I will try to have that number to you by December 10th so you have the opportunity to discuss and give it some thought on how you would want to allocate the excess income to transfer to the reserve funds as you see fit.

Recycling/Trash income is comparable to 2011 in both trash bags and bulk stickers. Recycling and mulch sales are ahead of last year.

I am continuing to invest the cash reserves in an Insured Certificate of Profit. Our current interest is 2% for General Fund CD. That earns us about \$23,500 in interest each year. As they mature I try to replace them with higher interest rates but they just aren't available anymore. I still have some at 4 and 3 %.

I will be filing the paperwork for the Local Service Tax by Dec 4th. That is so that it is registered with the Tax Registry that our Local Service Tax now stands at \$52.00

I do need a tentative approval of the 2013 budget and authorization to advertise the budget. It will be posted in the lobby for 20 days. At December 3rd meeting any minor changes can be made to the budget without re-advertising it. Then at the Dec. 17th meeting you may set the real estate tax rate for the budget and make final approval.

There have been some minor adjustments on the budget for 2013:

- Added \$8,000 in income (estimated assessed value of real estate in township)
- \$3,000 for sale of 2 police cars that are being replaced
- Computers on the Administration side
- Sign for back of building at double glass doors
- Minor wage increase adjustment
- Decrease in trash contract

Then on the last page of your packet – that fund is where post employment benefits will be paid from. It gives a much better picture for the board as to what monies are accumulating.

Mr. Ziegler thanked Cindy for all the time and hard work she puts into preparing the budget, she goes above and beyond her responsibilities and the township residents are fortunate for that.

Mr. Theil stated that in reference to the \$3500 spent on the Actuary Study, after going over it and having Cindy crunch the numbers they found \$23,000 in savings on the post employment benefits. Mr. Ziegler also acknowledged Mr. Theil for his part in this. Mr. Theil reported in the last 2 months between that and the trash adjustment we discovered \$38,000 in savings.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to tentatively adopt the budget. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Manager's Report – Peter Hiryak

1. Schedule of Meetings:
 - a. Board of Supervisors Meeting Monday, December 3rd 2012 @ 7:30pm, Agenda/Executive Session 7pm
 - b. P/A Meeting Thursday December 13th, 2012 @7pm, Workshop @6pm- Parking Ordinance
 - c. Pottstown Metro Regional planning Commission Thursday, December 6th @ Pottstown Borough Hall.

2. Staff Meeting request – Rosen Organization,
3. Joint Workshop Meeting with New Hanover Township

Mr. Rosen requested a staff meeting. There were questions if we really needed a staff meeting regarding Market Street. Rosen is concerned with the amount of money he will have to pay out for this project. Mr. Campbell of Pennoni gave him estimates in what he will need for Market Street. He has backed off on his request and will attend a BOS meeting or meet with the Planning Agency.

It was noted that Mr. Rosen is the only developer that has not paid his \$5,000 escrow at this point. Discussion was held about this and it was determined that he should be invoiced for the escrow. The Solicitor and Manager will take care of this matter and copy the Planning Agency so that it is clear where we stand on this matter.

Letter from BMMA regarding Systems Design Engineering was discussed. Has completed plans for updating the BMMA collection system that addresses the current and future needs of basin 1&2. George Moser would like to meet with Douglass Township officials starting with the Planning Agency in December to present these plans and to update the Board on what's happening. Mr. Dries stated it is very involved and takes a lot of work and he appreciates that the Township is very involved in BMMA.

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

Old Business/New Business

Open Space/Recreation Committee Report – Tony Kuklinski - Met tonight from 6:30 to 7:10.

Chris Haslam - Proposed to the committee his intent to remove and replace carpet and install linoleum on the Libor property for his Eagle Scout project. Funds are in place for this. BOS okayed for him to move forward on this project.

Sean Gregory – Ramp project at Libor property is significantly underway. Spoke to Scott Moyer of AD Moyer and to submit the bill to the township for the materials.

Stan Moyer property – 210 Smith Rd., Property is appraised at \$35,000. Mr. Moyer has graciously offered this property for open space (township) for \$17,500 and the remaining \$17,500 to be handled as a donation. Property is 4.6 acres with pavilion and creek. It is on a 100 yr flood plain. On behalf of open space committee we recommend the purchase at \$17,500 from open space account as well as settlement costs, legal fees borne by the township

Discussion ensued in reference to the safety of the pavilion. It was determined that the pavilion would be inspected and necessary repairs would be made if so needed.

Fish Rodeo – May 4th, 2013 Advertisements for event finalized as well as financial support letters approved, and businesses are interested, donations are being received. Help is encouraged.

Open Space Committee has voted not to meet in December 2012. New meeting schedule to be announced at re-organization.

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Mr. Sean Gregory thanked the Board for helping him with his Eagle Scout Project stating he worked this past weekend with the help of his uncle who is a licensed contractor in the state of PA helping him with the power tools, etc.

Mr. Theil thanked him for his efforts and congratulated him on working towards becoming an Eagle Scout

Cindy O'Donnell asked if the Board anticipates purchasing this property in 2013 and if so could we reflect the purchase in the Open Space Budget so that it shows the \$17,500 purchase price for the land, \$17,500 donation and the settlement cost and legal fees involved.

Motion made by Mr. Ziegler, seconded by Mr. Stasik to buy the Smith property at 210 Smith Road for Open Space in Douglass Township for \$17,500 purchase price for the land, accept the \$17,500 donation and borne the settlement cost and legal fees involved. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

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

Public Comment

No comments were given.

A motion to adjourn the meeting at 8:25pm was made by Mr. Ziegler, seconded by Mr. Theil. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Monday, December 3rd, 2012 @ 7:30 pm.

Respectfully submitted by,
Betty Musser