

The meeting of the Douglass Township Board of Supervisors was called to order at 7:30 P.M. Attending were Chairman Fred Theil, Supervisors John Stasik & Fred Ziegler, Solicitor Paul Bauer, John Sartor, Andy Duncan, Mike Heydt, Cynthia O'Donnell, Chief Templin, Pete Hiryak and approximately 16 residents.

Mr. Theil led us in the pledge of allegiance.

Mr. Theil asked if there were any changes, corrections, or comments on the minutes of January 7th, 2013 Board of Supervisors Reorganization Meeting, no changes or comments were given.

A motion was made by Mr. Stasik, seconded by Mr. Theil to approve the minutes of the January 7th, 2013 Board of Supervisors Reorganization Meeting. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

The manager stated that the Board has received a letter of resignation from the Planning Agency by John Sartor so that he may represent the Township as Township Engineer.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to accept John Sartor's letter of resignation from the Planning Agency. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Ambulance Report – Garry Schmoltze

Mr. Schmoltze stated that for the month of December 2012 GACAS handled 123 calls for service, 58 in Douglass Township, 85 transports, 14 refusals, 13 cancelled, 1 DOA, 0 fire scene standby, 1 transferred to air medical service, 5 no patient found, 1 treated transported own POV, and 3 no treatment required. Total calls for 2011; 1,171, totals calls for 2012; 1,316 for an increase of 145 calls. GACAS restocked the Police Vehicles with first aid kits and we put in for a grant for new AD's for the Police Dept. GACAS assisted Goodwill Ambulance with a mass casualty at Pottsgrove Middle School, our units transported ten children. No 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.

Police Department Report – Chief Templin

Statistics for December 2012 – 357 incidents reported, 7 reportable accidents, 9 non-reportable accidents, 15 criminal investigations, 6 criminal arrests, 108 traffic citations, 7 non-traffic citations, 5 parking ticket, 8,258 miles traveled, money received by the Township \$8,675.52. Chief Templin thanked Gilbertsville Ambulance for restocking the first aid kits in the police vehicles and for submitting a grant for new AD's at no cost to the Police Department. Chief Templin distributed the Douglass Township Police Department Annual Police Report for the Year 2012 to the Supervisors and gave a brief review; service calls increased in 2012 by 390, criminal cases declined by 8, the police department had a clearance rate of +10% due to the efforts of Det. Evans which is a very good percentage, non-traffic citations increased by 57, court appearances increased by 162, reportable accidents increased 10, non-reportable accidents decreased by 25, and traffic citations increased by 482. In 2012 our police department was re-accredited for the fourth time since 2003. Our police department must maintain and follow over 120 standards set forth by the PA Chiefs of Police Accreditation Commission. We will be scheduled for our next on-site inspection in 2015. Chief Templin credited Mr. Ziegler for starting this program back in 2003. Chief Templin announced that the police department upgraded its Records Management System to Visual Alert 2. All expenses were covered by a grant in the amount of \$4,750.00. Mr. Stasik complimented the Chief for an excellent written report; Chief Templin thanked Police Secretary Betty Musser for all her help with the report. Other 2012 highlights included an Alco-Sensor donated to the police department by former employee William Blatt. We also applied for and received a free micro-chip scanner from AVID for the purpose of re-uniting lost pets with their respective owners. We collected 194 pounds in expired or unwanted medications in our 2012 Drug Take Back Initiative. This is 84 pounds more than we collected in 2011; this program has been very well received by the community since its inception. 2012 also provided an opportunity for two college students to complete their internships here at our police department. One student attended Penn State University and the other student

attended Alvernia University. We have a student starting tomorrow hoping to complete his internship, who is currently attending Alvernia University.

As the Board is well aware of, Officer Andrew Poux completed his probationary period on January 1, 2013, Officer Brant Ziegler completed his probationary period on January 22, 2013, and Officer Michael Dalbey completed his probationary period on January 22, 2013. All of these police officers were constantly monitored during this period. These police officers will make a fine addition to this police department due to their professionalism, dedication, and hard work. It is my recommendation to the Board that these police officers be removed from their probationary status and become permanent full-time police officers of this department.

A motion was made by Mr. Stasik, seconded by Mr. Theil at the recommendation of Chief Templin, to remove Officer Andrew Poux, Officer Brent Ziegler, and Officer Michael Dalbey from probationary status to become permanent full-time police officers of the Douglass Township, Montgomery County Police Department. Stasik-Aye, Theil-Aye, Mr. Ziegler recused himself from voting. Motion passed.

Chief Templin asked for the Board's approval to create another supervisory position. This would be a Sergeant's position. The departure of Detective Boughter caused some changes within our police department. Cpl. Robert Evans stepped into the Detective's position. The Detective's position is a fulltime position here in our police department and leaves little time for supervision of anything other than what relates to the criminal division. The establishment of a Sergeant's position will allow for the proper flow of the chain of command creating fewer bottlenecks, providing better reliability and professionalism, providing a better span-of-control by providing another layer of accountability for both the patrolman and the Corporals. The promotional process is outlined in the Collective Bargaining Agreement and consists of a written test, an oral examination, and an evaluation of the applicant's prior work performance. This process will take some time and I would like to proceed with the Board's approval.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to approve the creation of a Sergeant's position as another police department supervisory position and the promotional process shall be followed as outlined in the Collective Bargaining Agreement which consists of a written test, an oral examination, and an evaluation of the applicant's prior work performance, noting that this entire process is time consuming to complete. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Mr. Theil asked if there were any questions for Chief Templin. Mr. Sell asked if the new intern was a local resident, the Chief replied I believe so and also a high school student will be coming in to do a class project. Carl Hiryak asked why we have not heard about one of our police officers being involved in an accident on Route 663; Mr. Bauer suggested that Chief Templin give minimal information because of liability issues. Chief Templin stated that it is under investigation, a lot of issues are going on and he will give an update at a later date. No other questions were given.

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

Recycling Report presented by Andrew Duncan

2012 Annual Recycling Report : United Corrstack LLC (corrugated cardboard) 86.118 tons recycled; WeRecycle Computer Electronics – 87,537 pounds of electronics recycled (43.7 tons) – 8 loads for \$6,006.99 profit to the Township; Aero Propane Cylinders – 24 cylinders recycled receiving \$72.00 in revenue; Mulch and Compost – approximately 3,000 yards of mulch produced from yard waste and leaves; Abitibi Paper Company – 42.66 tons recycled. Trash Bags – 625 cases sold as of 12/31/12 (156,250 bags), (2011-611 cases sold), total trash tonnages – 1,569.71 tons; Safe Disposal – 135 freon units recycled (air conditioners, refrigerators, dehumidifiers); Bulk Waste Stickers Sold – 682 stickers sold in 2012; Mulch Sales – generated \$7,721.00 in 2012; Curbside Chipping – generated \$350.00 in 2012.

Advanced Disposal Curbside Recycling Numbers; commingled material- tons (Cougles Dumpster & Recy Center); Single Stream – 669.19 tons. Advanced Disposal recorded a less than 3% residue on items that were collected curbside. Highlights 2012 – received Honorary Professional Recyclers of PA Waste Watchers Award for excellence in recycling for calendar year 2011. 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 seven pieces of equipment which include two medium duty trucks, one chipper, two leaf vacuums, one Kubota Tractor and one Case Skidsteer. Mr. Theil asked if there were any questions or comments, no one replied.

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

Engineer's Report – John Sartor of Gilmore & Associates

Mr. Sartor introduced himself and thanked the Board for appointing Gilmore & Associates as Township Engineer. Several staff members have met with Township staff to go over existing plans to help Gilmore & Associates get familiar with the current projects and proposed projects. Mr. Ziegler stated that Mr. Sartor is a resident of the Township and has served as a member of the Planning Agency for five years.

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

Fire & Rescue Report presented by Chief Smith- Fire report for December 2012: 2 fires, 3 fire alarms/CO2 alarms, 2 vehicle accidents, 1 hazardous materials, 1 medivac landing, 3 EMS assists, 3 fire police, 5 assists to other departments, and 1 investigation for a total of 21 calls. The Fire Company was in service for 16 hours and 35 minutes. The Company received training on Arson Awareness & trained with 332 going over litters and equipment locations. On January 5th a former officer of the Fire Company, James Gresh, passed away unexpectedly. The Fire Company attended the funeral on January 10th. A copy of the Fund Drive letter for Fire & Rescue was distributed to the Board for review as well as the Year End Report for 2012. Fire & Rescue received a grant that was used for a shed, traffic cones, and stop pedals. Mr. Theil commented that he liked the Fundraiser Letter however last year's 15% return rate out of 3000 letters sent out is not acceptable, we have to try other ways. Chief Smith stated that Fire & Rescue is trying to train in developments on Thursdays, this generates some interest by the residents and they come out and watch. No other questions were asked.

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.

BMMA Report – Bob Dries

Report from the December 18, 2012 meeting: Mr. Dries stated that the minutes from the BMMA meeting in November 2012 are available in the lobby. BMMA has advertised the Act 537 Planning update for the Pump Side Collection System. Public comment period ends January 24, 2013. Gateway Ticketing (a ticketing systems producer) has announced a major new office building that has been approved in Colebrookdale Township on County Line Road. This facility will require a minimum of 10 EDU's @ approximately \$8,300.00 each which is big revenue that will benefit All BMMA rate payers. Plus the quarterly payments that are associated with new office building. BMMA continues to inspect properties for illegal sewer connections. 758 properties have been inspected in 2011 and 2012 (biggest issue is sump pumps). The next regularly scheduled Berks Montgomery Municipal Authority meeting will be held on 1/28/2013 at 7pm in our office on Municipal Drive. Mr. Dries commented that more residents should come to the BMMA meetings; Sam Hunter attends regularly and is aware of the issues at hand. At the last The Douglass Township Board of Supervisors meeting Mr. Hunter was appointed to the BMMA Board for a five year term. We are looking forward to Sam joining the Board. I will be asking the new Douglass Township Engineer (Gilmore & Associates), Mr. John Stasik Jr. and Mr. Michael Heydt to join me in reviewing the current Douglass Township and BMMA road restoration specifications to see if they

need to be amended or if we have a breach in the implementation of the procedure. After our meeting we will give a full report to the Douglass Township and BMMA Board. Mr. Bauer suggested that as far as downspout, rainspout, and sewer vent issues are concerned maybe when BMMA sends out the quarterly bills you could send a letter along explaining the issues at hand. Mr. Stasik stated that the current billing system does not permit additional mailings however the new billing system will allow it. Mr. Theil thanked Mr. Dries for attending the Supervisor meetings and working with the Township to try and resolve issues.

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

Solicitor's Report – Paul Bauer

Wayside Chapel – I received a letter from Adam Sager, Esquire, who now represents Wayside Chapel. Upon receipt, I spoke to Mr. Sager. He is requesting yet another site visit and a plan for the Township as to how to address, not just the property maintenance issues, but the zoning issues that may arise as well. I informed him that I would speak with the BOS in executive session and report back to him.

Renters Ordinance/Property Maintenance Ordinance – I received an email from Pete, asking Chuck Garner to prepare the legal advertisements for the public hearings for both the Renters and Property Maintenance Ordinances. I will keep the BOS apprised of when the public hearings will take place.

Trash Contract – I have prepared an addendum to the Trash and Recycling contract that currently exists between Douglass Township and Interstate Waste. The Addendum was forwarded to their attorney for review, but I do not expect any major changes or problems with the Addendum as written. The Addendum is written to be retroactive to the first of the year, so that if Cindy was not able to take benefit of the new pricing for January, we can adjust next month's payment to reflect the anticipated signed Addendum. Mr. Bauer recommended signing the Addendum.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to approve the Addendum to the Trash and Recycling contract currently existing between Douglass Township and Interstate Waste to be retroactive to the first of the year. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Open Space - The BOS should now have a copy of a proposed Agreement of Sale with a Township resident. I would be happy to discuss any specifics about this Agreement; in executive session with the BOS should any questions exist. In the event no questions exist, my recommendation is to move forward with the Agreement by providing a copy to the landowner. The manager was instructed by the Board to have the Agreement reviewed by the owner.

A&B Development Company, 153 Rick Road – I received a call from Engineer Robert Blue, with respect to the property located at 153 Rick Road. Mr. Blue wants to address the BOS tonight in an effort to obtain some feedback from the BOS, as to whether or not they would be agreeable to certain amendments to the Zoning Ordinance, and the Overlay District that currently exists. According to Mr. Blue there is a history to this project dating back to 2005. I would recommend that the BOS listen to Mr. Blue tonight; however, I would strongly recommend the BOS, not to publically comment on the proposal, until such time as we have a sketch plan to review, and a written request from Mr. Blue for staff meeting. Once the proper escrow agreements have been prepared and the escrow posted, the project can move forward, as any normal project through the appropriate channels. Mr. Bauer instructed Mr. Blue that he may address the Board however that Board will not comment on the proposal at this time. Mr. Blue asked for relief from the age restricted use on this property because it is a dead issue. He has been approached by apartment developers for 120-125 units. He is also considering subdividing off 1-1 1/4 acres where the house and barn exists on the property and has a natural lot line division; he can do nothing with the property unless the age restriction usage is lifted and asked the Board what they would like to see on this property. Mr. Bauer stated that the Board will have to look at this and talk it over with staff, he recommends reviewing the plans on file and making sure escrows are established before commenting on it. Mr. Theil asked if there were any questions for Solicitor Bauer, no 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. Stasik, seconded by Mr. Theil. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

Pete Hirvak presented the Manager's Report.

1. The Manager reviewed the upcoming meetings as follows: Board of Supervisors Meeting Monday, February 4th @ 7:30pm, Supervisors Agenda/Executive Session 7pm. P/A Meeting on Thursday, February 14th @ 7pm – P/A Workshop @ 6pm.
2. Staff Meeting Request – Pineville Properties/Wawa – The manager asked for approval to schedule a staff meeting.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to authorize the manager to schedule a staff meeting with Pineville Properties/Wawa. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

A meeting has been scheduled for February 11th from 6:30 – 7pm with New Hanover Township to discuss composting/recycling, joint highway projects, and the Hickory Park Pool.

Received a call from PennDot that the meeting regarding the reconstruction of Middle Creek Bridge, on Congo Road, will have to be rescheduled for March/April.

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

Treasurer's Report – Cynthia O'Donnell

The Treasurer stated that the unpaid bills amounted to \$159,817.40 less the \$1,200 reduction in trash collection costs from Interstate Waste; the unusual bills were CDW Government for a laptop for police vehicle, DCED for UCC fees paid to the State for building permits, Graber Letterin for Police Dept/Administration Office sign, H.A. Thomson for the Treasurer's Bond, Hydrocon Services for well monitoring at 108 Municipal Drive, J/M Fence & Deck Co for repairs to Hwy Dept/Recycling Center fence, Milham Ford for New Police Vehicle, Passmore Service Center for a new Cheetah park/open space mower, Powerco for backhoe repairs, and YIS/Cowden Group for recalibration of police equipment. The Auditor General's office completed their audit of the 2010 and 2011 Liquid Fuels Reports. There were no audit findings. Herbein & Co is scheduled to begin the audit of the Township and the Tax Collector during the week of February 11th. W-2's will be issued with paychecks this week. 1099's will be issued before January 31st. The annual Municipal Tax Information Form and the annual Municipality Report of Elected and Appointed Officials have both been filed with the DCED. The annual Liquid Fuels Report for 2012 will be filed by January 31st.

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

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

Old Business/New Business & Public Comment

Mr. Heydt announced to the Board that he has researched the costs of a new highway truck and would like authorization to purchase a new Mack Truck.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to authorize Mr. Heydt to purchase one new Mack Truck for the Highway Department, which was allocated in this year's budget. Stasik-Aye, Theil-Aye, Ziegler-Aye. Motion passed.

No other old business/new business was given.

Open Space/Recreation Committee

Mr. Romig announced that discussions were about the advertising for the Trout Rodeo and the committee asked if the Township could put the advertisement in the Township Newsletter and on the Township website, the manager replied that we will put the flyer on the website and if we are able to put the newsletter out before the rodeo we will add that information to the newsletter mailings. Ms. Willis will contact the Board of Education to possibly have flyers distributed to the children at school. The manager was asked to get a list of businesses that we have for trash collection and send a contribution letter to them and we will also distribute ball field sign letters to the same businesses. Mr. Romig announced that committee needs to recruit more members; Mr. Sell commented that most times people get on a committee because of certain issues, which is why no one is around now.

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

Public Comment

Carl Hiryak referred to Mr. Bauer's statements in the minutes of January 7th implying that the Zoning Hearing Board did not ask the right questions at the Mountain Mulch zoning hearing and stated that Mr. Bauer also attended the Mountain Mulch zoning hearing. Mr. Bauer replied that he was referring to the Gilbertsville Landscaping situation on Smith Road. Prior to the Supervisors meeting in January, the Township Staff had an on-site meeting at Mr. Friel's property and witnessed the noise level first hand. Staff noted that there is a big difference between a grinding machine running idle and a machine that is actually grinding material. No other public comment was given.

A motion to adjourn the meeting at 9:00pm 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, February 4th, 2013 @ 7:30 pm.

Respectfully submitted by,
Marcy Meitzler