

The meeting of the Douglass Township Board of Supervisors was called to order at 7:05 P.M. Attending were Chairman Alan Keiser, Vice Chairman Joshua Stouch, Supervisor Tom Wynne, Solicitor Robert Brant, Josh Hagadorn of G&A, Pete Hiryak, Andrew Duncan, Mike Heydt, Cynthia O'Donnell, Chief Templin, and approximately 19 residents.

Mr. Keiser led in the Pledge of Allegiance. A reporter was present at this evenings meeting. Mr. Keiser announced that an Executive Session was held tonight prior to the meeting from approximately 6:00pm to 6:45pm involving personnel and property matters. No decisions or votes were taken.

Mr. Keiser asked if there were any additions, corrections, or comments to the minutes of the October 7<sup>th</sup>, 2019 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve the minutes of the October 7<sup>th</sup>, 2019 Board of Supervisors Meeting. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Keiser asked if there were any questions, comments, or corrections to the October 21<sup>st</sup>, 2019 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve the October 21<sup>st</sup>, 2019 Board of Supervisors Agenda. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

#### **Gilbertsville Area Community Ambulance- Garry Schmoltze**

Chief Schmoltze presented the September 2019 GACAS Report. 76 patients transported, 6 public assists, 2 Unit Assists, 9 cancelled, 1 dead on scene, 13 patients evaluated no treatment/transport required, 1 patient refusal, 1 patient treated and released, and 2 standby for a total of 111 calls for service. Service by Municipality: 37 Douglass Twp, 31 New Hanover, 15 Upper Pottsgrove, 1 Lower Pottsgrove, 3 Pottstown, 1 Upper Hanover, 2 West Pottsgrove, 1 Bechtelsville, 12 Boyertown Borough, 4 Colebrookdale, 3 Douglass Berks, and 1 Oley. Admissions: 60 Pottstown, 1 Lehigh, 2 Phoenixville, 2 Reading, 2 Quakertown. Chief Schmoltze stated that they attended New Hanover Townships Fall Frolic. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the GACAS Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

#### **Fire & Rescue Report – Chief Rick Smith**

Chief Smith gave the Fire & Rescue Report for September 2019: 2 fires, 1 wire fire, 3 brush fires, 3 fire alarms/CO2 alarm, 1 hazmat, 1 medivac, 4 EMS assists, 1 vehicle accident, 3 investigations, 3 fire police, and 6 assist other departments for a total of 28. Training: Vrt refresher, Pump 2 training. Chief Smith stated that Fire & Rescue will be receiving a Regional Grant for replacements of the fireman packs in the amount of \$184,000.00 and will be sending this out for bid. No questions were given.

A motion was made by Mr. Wynne, seconded by Mr. Stouch to accept the Fire & Rescue Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

#### **Open Space/Recreation Committee Report**

Mr. Updegrave stated that the Christmas Tree Lighting Ceremony will be on Friday December 13<sup>th</sup> and asked the manager if we needed any lights donated, Mr. Hiryak stated that we could always use extra donated lights. Mr. Duncan would provide temporary lighting around the gazebo area. Mr. Hiryak announced that the lighting ceremony will be around 6:30pm, he has a DJ available to play festive music and if the committee is able to get carolers that would be great. Mr. Updegrave asked if the budget meeting for Trash/Recycling/Parks would also include the OpenSpace/Rec Committee, Mr. Hiryak stated yes if you would like to sit in on that budget meeting please do. No other questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Open Space/Recreation Committee Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Veterans Coalition of PA Update – Mr. David Clifton**

Mr. Clifton announced that the first Veteran Stand Down Event in Douglass Township was held on Saturday October 5<sup>th</sup>. Seventeen Veterans attended and our volunteers provided clothing, haircuts, food, and information for the Veterans. We are asking the Board to allow the Veteran's Coalition to continue the use of the Douglass Park facilities to continue this program on the first Saturday of each month. Mr. Clifton stated that Multi-Service has shown interest in this program and he met the Mayor of Boyertown and asked her to visit the November 2<sup>nd</sup> event here in the park. Ms. Gilmore stated that she is grateful for Stand Down which provides services for Vets at no cost. It involves building a network for Veterans for information. Ms. Betty Zimmerman is also grateful for this program since the passing of her son Travis Zimmerman, she has been volunteering at these events for many years, and the VCOP is an honorable family with comradery and a wealth of services and information for Veterans. She also stated that you would be amazed at what just a hug does for people. The Board stated that the Coalition was welcome to use the park on November 2<sup>nd</sup> and December 7<sup>th</sup>, 2019 and asked Mr. Clifton to return to the December Board Meeting with another update moving forward. Manager Hiryak asked if there was anything else that the Township could provide to make this event better, Mr. Clifton asked if he could have a key to open the gate to allow better access to the pavilion and more trash cans.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve the use of Douglass Park Pavilion 1 for The Veteran's Coalition of PA Stand Down on November 2<sup>nd</sup> and December 7<sup>th</sup>, 2019 from 10am to 12pm. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Police Department-Chief Barry Templin**

September 2019 Statistics: 444 incidents reported, 4 reportable accidents, 8 non-reportable accidents, 20 criminal investigations, 3 criminal arrests, 16 traffic citations (paper), 40 e-citations, and 14 non-traffic citations. On September 18<sup>th</sup>, 2019 our police department attended the Discover Cub Scouts Night hosted by Gilbertsville Fire & Rescue. On October 6<sup>th</sup>, 2019 we participated in the Healthy Kids Run – Hero Day at our Township Park. On October 15<sup>th</sup>, 2019 we visited the Willowdale Children's Academy to speak with the children about the role of a police officer and to show the children the police vehicle. On October 29<sup>th</sup>, 2019 the Police Department, Gilbertsville Fire & Rescue, and the Gilbertsville area Community Ambulance Service held a Child Safety Seat Check. Seven inspections were completed and the children were able to tour the fire station. I want to thank our host Gilbertsville F&R. On October 26<sup>th</sup>, 2019 from 10am to 2pm we will participate in the D.E.A.'s 18<sup>th</sup> National Take Back Initiative. Our police department will be accepting unused, expired, or unwanted prescription drugs here at the Douglass Township Municipal Building for proper disposal and destruction. In November we will participate in No Shave November, the proceeds will be donated to an area cancer patient. No questions were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to accept the Police Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Engineer's Report – Josh Hagadorn, Gilmore & Associates**

*538 Congo Road–O&M Agreement for on-site septic system, received revised Sewage Facility Planning Module for review.*

*Zern Tract Phase 1 – Escrow release #2 \$117,668.99 – G&A found that the reduction request submittal was reflective of the work performed to date, adding contingency, engineering/inspection and administrative/legal items and subtracting retainage of 10% of the value of the work performed to date as well as the amounts previously released results in an amount of \$117,668.99, and we recommend reduction of the escrow by this amount contingent upon any outstanding invoices and the Treasurers review. The amount remaining in the escrow is \$1,871,173.08.*

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve Escrow Release #2, based on the Engineers recommendation, in the amount of \$117,668.99 for the Zern Tract Phase I contingent upon any outstanding invoices and the Treasurers review with the amount remaining in escrow of \$1,871,173.08. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

*Stafy I – Escrow Release #5 \$11,367.72* – We have found that the reduction request submittal was reflective of the work performed to date, adding contingency, engineering/inspection, administrative/legal items and subtracting retainage of 10% of the value of the work performed to date as well as the amounts previously released results in an amount of \$11,367.72. We recommend the escrow reduction release in this amount, contingent upon any outstanding invoices and the Treasurers review, with the amount remaining in the escrow of \$126,014.89.

A motion was made by Mr. Keiser, seconded by Mr. Stouch for Escrow Reduction Release #5 in the amount of \$11,367.72, recommended by Gilmore & Associates, for the Stafy I Development contingent upon any outstanding invoices and the Treasurers review with the amount remaining in the Escrow of \$126,014.89. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Hagadorn that he is gathering costs for the budget meeting involving storm water planning. He also stated that they are doing site observation for the Jackson Road Project. No questions were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to accept the Engineer's Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Solicitor's Report – Robert Brant, Esq.**

Mr. Brant announced that the Board has authorized a staff meeting with Mr. Karver involving the Long Estate property on Jackson Road. Mr. Brant stated that his colleague, Blake Dunbar, is the Solicitor for the Planning Agency and there will be a Public Hearing on November 14<sup>th</sup>, 2019 involving the Act 209 Land Use Assumption Report @ 7pm. No questions were given.

Applications which are pending but inactive:  
Graterford Properties – 400 Gilbertsville Road  
Holly Road – Neighborhood Mixed Use

A motion was made by Mr. Wynne-Aye, seconded by Mr. Keiser to accept the Solicitor's Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Recycling Report – Andrew Duncan**

Mr. Duncan announced that leaf collection will begin Monday October 28<sup>th</sup> and will end on Friday December 6<sup>th</sup> weather permitting. Please rake the leaves to the road the night before collection, no grass clippings or branches, do not park cars in front of leaf piles and do not place leaf piles in front of mailboxes. The 2019 Newsletter has been mailed and you should be receiving them this week. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to accept the Recycling Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Highway Report – Mike Heydt**

Mr. Heydt stated that the road crew repaired dirt roads. Paved Swamp Creek Road, Amadeo Drive, installed the park swing set, line painted roadways, repaired potholes, and repaired ditches. Mr. Houseknecht said that Swamp Creek Road looks good and asked who did the oil & chip work, Mr. Heydt replied AMS. No other questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Highway Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

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

The Treasurer stated that the total bills to be paid for September 2019 totals \$864,544.58, Ms. O'Donnell stated that this included the MMO contributions for the uniform and non-uniform employees. No questions were given.

A motion was made by Mr. Wynne, seconded by Mr. Keiser for authorization to pay the September 2019 Unpaid Bills in the amount of \$864,544.58. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to accept the Treasurer's Report as presented. Wynne-Aye. Keiser-Aye, Stouch-Aye. Motion passed.

**Manager's Report - Pete Hiryak**

1. The Manager reviewed the upcoming meetings as follows: Monday, November 4<sup>th</sup>, 2019 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday November 14<sup>th</sup>, 2019 P/A Meeting @ 7pm, Act 209 Public Hearing @ 7pm.
2. 2020 Budget Schedule (All Meetings Advertised for 2:00pm – 5:00pm)

Wednesday, October 23 <sup>rd</sup> , 2019	(Police Dept/2020 Projected Income)
Monday, October 28 <sup>th</sup> , 2019	(Highway/Liquid Fuels)
Monday, November 4 <sup>th</sup> , 2019	(Trash/Recycling/Parks)
Wednesday, November 6 <sup>th</sup> , 2019	(Admin/Zoning)
Wednesday, November 13 <sup>th</sup> , 2019	– Conduct Full Review of Budget

The Manager stated that these meetings are with the various department heads and is a detailed review of their Budget Line items. The meetings are open to the public. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to accept the Manager's Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Public Comment**

Mr. Updegrave asked if we could call Mr. Moser at BMMA to get the Sewer Authority to remove the port a potty from Bow Lane, its been sitting there for a month and with Halloween coming up it might get tipped over. Mr. Stouch asked for an update on the Bow Lane property maintenance issue, the manager said that he and Mr. John went to look at the situation and will issue a citation that Mr. Brant's office is reviewing. No public comment was given.

**Old Business/New Business**

No old business/new business was given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to adjourn the meeting at 7:36pm. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, November 4<sup>th</sup>, 2019 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler