

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03 P.M. Attending were Solicitor Robert Brant, Chairman Alan Keiser, Vice Chairman Joshua Stouch, Supervisor Tom Wynne, Mike Heydt, Peter Hiryak, Chief Templin, Andrew Duncan, and 19 residents.

Mr. Keiser led the Pledge of Allegiance to the flag and announced that an Executive Session was held this evening from approximately 6:00pm to 6:45pm involving personnel matters and real estate matters, no decisions or votes were made. District Justice Maurice Saylor presented the Oath of Office to Supervisors Tom Wynne and Joshua Stouch.

Reorganization Meeting for the Year 2020

Mr. Wynne nominated Manager Peter Hiryak as the Temporary Chairman.

A motion was made by Mr. Wynne, seconded by Mr. Keiser to appoint Manager Peter Hiryak as Temporary Chairman. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

The meeting was turned over to Manager Peter Hiryak as Temporary Chairman to conduct the nominations for Chairman and Vice-Chairman of the Board of Supervisors. The Manager asked for nominations for Supervisor Chairman.

Mr. Keiser nominated Joshua Stouch as Board of Supervisor Chairman, no other nominations were received, and this motion was seconded by Mr. Wynne. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

The Manager asked for nominations for Vice-Chairman of the Board of Supervisors.

Mr. Stouch nominated Tom Wynne as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Mr. Keiser. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Manager Hiryak turned the remainder of the meeting over to Chairman Stouch and he continued with the nominations for Appointments as listed on the Agenda:

A motion was made by Mr. Wynne, seconded by Mr. Keiser to appoint Mr. Robert Brant of Robert L. Brant & Associates LLC, as Board of Supervisor Solicitor. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Boyd & Karver as Conflict Attorney. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed. The BOS did not take any action on the Labor Attorney position.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Robert L. Brant & Associates LLC as the Planning Agency Solicitor. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to appoint Gilmore & Associates as the Township General Engineer & Traffic Engineer. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Wynne, seconded by Mr. Keiser to appoint Marcy Meitzler as Township Secretary, Cynthia S. O'Donnell as Township Treasurer, and to set the Treasurers Bond at \$2,500,000 (2.5 million with H. A. Thomson, Travelers Insurance), to appoint Pete Hiryak as Township Manager, Michael Heydt as Road Master, Mark John as Code Enforcement Officer, Scott Groff as Road Foreman, Barry Templin as Police Chief, Ricky Smith as Fire Marshal at \$15.00 per hour for Inspections, Betty Musser as Police Secretary, and Andrew Duncan as the Solid Waste & Recycling Coordinator, Assistant Building Code & Zoning Official. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Wynne, seconded by Mr. Keiser to appoint the Board of Supervisor Chairman Joshua Stouch, to be the Chief Administrative Officer for the Pension Funds, the Montgomery County Health Department as the Sewage Enforcement Officer for all on-site septic systems in the Township, Berkheimer Associates as the Delinquent Per Capita Tax Collection, Berks EIT Bureau as the Earned Income Tax Collector and as the Local Services Tax Collector. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Josh Stouch as the Representative to Pottstown COG with Manager Peter Hiryak as a delegate. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Tom Wynne and Peter Hiryak as the Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC). Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Alan Keiser as Representative to the Agricultural Secure Board. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Mark Toepel as the Vacancy Board Chairman. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to appoint Captain Don Frantz, Lt. Matt Weller, Jim Scott, Eric Bauer, Bryan Beaulac, Lawrence Bandura, Rick Smith, Andy Duncan, E. J. Henninger, McKenna Powanda, Josh Stouch, Nick Bardman, and Rose Troilo as Special Fire Police, Andrew Duncan as the Emergency Coordinator for Douglass Township, and Nick Bardman as the Assistant Emergency Coordinator for Douglass Township, and to appoint any of the Supervisors, Manager, Roadmaster, and Treasurer as Township Delegates to the State Supervisors Convention. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint PLIGIT, Great Eastern Management, and Vist Bank as Township Depositories. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Wynne, seconded by Mr. Keiser to appoint Josh Hagadorn, Sam Hunter, Ed Reitz, Tom Wynne, Bill Friel, and Bernie Sell to the ICC Appeals Board. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to appoint Kurt Davidheiser to the Zoning Hearing Board for a three year term. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Due to Mr. Updegrove being elected to the School Board, nominations were asked for the Zoning Hearing Board Alternate, Mr. Stouch nominated Howard Houseknecht as the Alternate Zoning Hearing Board Member no other nominations were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to appoint Howard Houseknecht as Alternate Zoning Hearing Board Member for a 3 year term. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Wynne, seconded by Mr. Stouch to appoint Joe Richardson and Carl Adams to the Planning Agency each for a four-year term. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

There were no term changes for the BMMA Board.

A motion was made by Mr. Wynne, seconded by Mr. Stouch to Establish the Standard Mileage Rate at (2020 Federal Rate .575 cents per mile). Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

It was established by Manager Hiryak and the Board of Supervisors that the OpenSpace/Recreation Committee would be changed to Recreation Committee because there has been no open space work.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to appoint Randy Romig, Judith Wills, Bernie Sell, Deb Nester, Josh Stouch, Roger Updegrove, Amy Walesyn, Charles Rick, Jeff Heisey, and Collin Monger to the Recreation Committee. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to appoint the Manager, Bill Zern, Tom Wynne, Josh Hagadorn, Tim Miller, Scott Moyer, and Tom Link to the Revitalization Committee; Carl Hiryak, Peter Hiryak, and Mike Heydt to the Oberholtzer Schoolhouse Committee; Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Tom Wynne, Greg Herb, Roger Updegrove, Josh Hagadorn, and Charles Rick to the Act 209 Advisory Committee; BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Garry Schmoltze, Rick Smith, Barry Templin, Dave Yusko, Roger Updegrove, and Mark John as Representatives of the Emergency Services Board. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

This concluded the 2020 Reorganization portion of the meeting. Mr. Stouch asked if there was any changes or corrections to the December 16th, 2019 Board of Supervisors minutes, no changes or comments were given.

A motion was made to approve the minutes of December 16th, 2019 Board of Supervisors meeting by Mr. Keiser, seconded by Mr. Wynne. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Manager reviewed the schedule of upcoming 2020 meetings as follows:

1. Schedule of Meetings:

- a. Tuesday, January 7th @ 6pm – Board of Auditors Meeting for auditors Andy Parastino, Charles Rick, and Collin Monger.
- b. Thursday, January 9th @ 7pm-Planning Agency Reorganization Meeting
- c. Tuesday, January 21st @ 6:30pm BOS Agenda Mtg, BOS Mtg @ 7pm, Rec Committee @ 6pm.

2. 2020 Non-Uniform Wage Sheet (approval by BOS required) – Manager Hiryak stated that there will be some personnel and job responsibility changes as there will be some staff reaching retirement age by the end of the terms of the current BOS members, the Board has been made aware of this and is planning for the future staffing of the Township, some changes have been made with additional duties being taken on by some and the wage sheet was recently revised to reflect that. The Board decided to table the wage sheet approval until the next meeting so the could review the changes and Mr. Keiser stated with the understanding that the increases would be retroactive back to January 1st, 2020.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to table the approval of the 2020 Non-Uniform Wage Sheet until the January 21st, 2020 meeting with the understanding that wages will be retroactive back to January 1st, 2020. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

No questions were given on the Manger’s Report.

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

Public Comment

Mr. Updegrave said that he understands that it is the Board’s decision but why did they remove him from being the Alternate Zoning Hearing Board Member. The Board and Mr. Brant stated that it is considered incompatible elected office positions because he also was elected to the School Board. Mr. Updegrave stated that it is his understanding that he can hold both positions. Mr. Brant stated that he would look into this for the next meeting.

Old Business/New Business

No old business or new business was given.

A motion was made to adjourn the meeting at 7:24pm by Mr. Keiser, seconded by Mr. Wynne. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Respectfully submitted by,
Marcy Meitzler