

The meeting of the Douglass Township Board of Supervisors was called to order at 7:01 P.M. Attending were Chairman Joshua Stouch, Vice Chairman Tom Wynne, Supervisor Alan Keiser, Solicitor Robert Brant, Josh Hagadorn of G&A, Pete Hiryak, Mike Heydt, Andrew Duncan, Chief Templin, and approximately 18 residents/developers.

Mr. Stouch led in the Pledge of Allegiance. A reporter was present at this evenings meeting. Mr. Stouch announced that an Executive Session was held tonight prior to the meeting from approximately 6:00pm to 7:00pm on real estate matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the February 18th, 2020 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve the minutes of the February 18th, 2020 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the March 2nd, 2020 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to approve the March 2nd, 2020 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Engineer's Report – Josh Hagadorn, Gilmore & Associates

GVH Escrow Reduction Corrected #7 (\$53,621.88 reduced to \$14,193.55) - G&A found that based on the proposal to install a trench drain to capture the runoff bypassing the underground basin due to insufficient grading and to regrade and reprofile the driveway entrance with Ammon Avenue, we recommend withholding the paving quantities associated with these areas, and also identified on the site plan. We found the reduction request submittal was reflective of the work performed to date, as revised. Adding contingency, engineering/inspection and administrative/legal contingency items and subtracting retainage of 10% of the value of the work performed to date results in a decrease in the amount previously approved from \$53,621.88 to \$14,193.55. We recommend reduction of the escrow by this amount. The amount remaining in the escrow is \$46,316.75.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Escrow Release #7 for the Gilbertsville Veterinary Hospital Expansion in the revised amount of \$14,193.55 as recommended by the engineer with the amount of \$46,316.75 remaining in the escrow. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

GVH Escrow Release #9 (\$1,680.00) BOS Approval Required – G& found that the reduction request submittal was reflective of the work performed to date. Adding contingency, engineering/inspection and administrative/legal and subtracting retainage of 10% of the value of the work performed to date as well as the amount previously released results in an amount of \$1,680.00. We recommend reduction of the escrow by this amount. The amount remaining in the escrow is \$44,636.75.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve Escrow Release #9 for the Gilbertsville Veterinary Hospital Expansion in the amount of \$1,680.00 as recommended by the engineer with the amount of \$44,636.75 remaining in escrow. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Zern Tract Phase 1 Escrow Release #8 (\$153,178.13) – 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 \$153,178.13. We recommend reduction of the escrow by this amount. The amount remaining in the escrow is \$1,295,823.22.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve Escrow Release #8 for Zern Tract Phase I in the amount of \$153,178.13 as recommended by the engineer with the amount of \$1,295,823.22 remaining in the escrow. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Mr. Hagadorn stated that are working on a grant for PA Small Water & Sewer, drainage easements are needed. No questions were given.

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

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

Fire Company Building & Property Update – Mr. Brant stated that the Board has discussed a project for the construction of an Emergency Services Building, assuming the proposed building would house both the Gilbertsville Fire & Rescue and the Douglass Township Police Department there are a number of matters which need to be analyzed and decided upon as follows: Design/Build Agreement – between the Fire & Rescue and Gorski Engineering, the F&R would be signing the Agreement and would be obligated to the cost associated. Cost of Project - both the Township and the Fire Company should be in a position to know the exact cost of the project prior to moving ahead. The cost would be impacted by whether public bidding procedures under the Second Class Township Code are followed; if the thought is to convey the real estate to the Fire Company and have the Fire Company build the building, those requirements may not be applicable. Transfer of Real Estate – since the title to the real estate is currently held by the Township as Trustee, if the Township wishes to convey the real estate to the Fire Company the real estate closing and transfer should occur prior to construction, and the Fire Company should have separate counsel to advise them of the ramifications of transfer of title of the property. It would be my assumption that the Fire Company, should they receive the real estate, would have a title search performed in order to understand exactly what liens, easements or restrictions are of record. Financial Status of Fire Company – if the fire Company is to take title to the property, execute and construct a building and be responsible for debt concerning same, some thought should be given to the ability of the Fire Company to financially “handle” all of the ramifications of the transaction. The Fire Company would presumably be looking to borrow monies from a lender and be able to satisfy all of the lender's underwriting requirements in connection with borrowing money and I trust that the Fire Company has engaged the requisite professionals to help them analyze this important point. Fire Tax – the Second Class township Code permits an annual fire tax not exceeding three mills for purposes including purchase and maintenance of apparatus at a suitable firehouse, the Township has discussed 3/10th of a mill tax with the estimated revenue generated would be \$180,000 per year, Treasurer O'Donnell will look into the figures to estimate what the cost would be for an average homeowner. Lease Agreement with Police Department - since the proposed design of the building includes housing the DT Police Department there should be a long term lease to effectuate same, with obligations of co-tenants as to ongoing expenses, repairs, and the like. Mr. Updegrave asked how many residents are there in the Township, the manager replied that there are 10,500 residents in Douglass and by the end of the census year probably 10,800. There are roughly 3500 residential properties. Mr. Keiser asked if the fire tax payment would go to the tax collector Mrs. Zern, Mr. Brant stated that she would collect the fire tax payments and remit those payments to the Township. Mr. Brant stated that as far as borrowing money for the building that banks will issue a commitment letter. Mr. Kolb asked what does that do to businesses, Mr. Brant replied that the fire tax is based on all Township properties businesses included. Mr. Houseknecht would like the Board to get hard numbers on this project. Mr. Brant suggests a meeting between the Fire Company & Board of Supervisors so a decision can be made. Mr. Wynne said we are working with a contractor trying to get a dollar figure on the building. Manager Hiryak will schedule a meeting and asked for a sample Fire Tax Ordinance from Mr. Brant. No other 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. Stouch, seconded by Mr. Wynne to accept the Solicitor's Report as given. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Manager's Report - Pete Hiryak

1. The Manager reviewed the upcoming meetings as follows: Thursday March 12th, 2020 P/A Workshop @ 6:00pm review of Landscape Ordinance, P/A Meeting @ 7pm, Monday March 16th, 2020 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. Voting Location Change – Douglass Districts 3 & 4 to Tri-County Bible Church @ 142 Buchert Road – Manager Hiryak stated the new voting location for districts 3 & 4 will be the Tri-County Bible Church at 142 Buchert Road due to the deteriorating interior conditions of the banquet room and was very impressed with the room and parking area at the new site. We may need assistance from the Fire Police or Police Department to direct traffic during the peak voting times.
3. Website Upgrade – Manager Hiryak stated that we are considering an upgrade to our website. A proposal has been provided for the Board's review.
4. PMRS Resolution – A resolution adopting procedures for governing the procurement of professional services contracts regarding the uniformed and non-uniformed employees pension plans. Manager Hiryak stated that we need adopted procedures and regulations for pension changes, Mr. Brant has reviewed the Resolution and if he feels that it is sufficient the Board's approval is needed. The manager stated that the PA Auditor General's Office advised the Township to have this resolution in place.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to adopt Resolution 030220-03, Adopting procedures to govern the procurement of professional services contracts regarding the uniformed and non-uniformed employees pension plans. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Mr. Carlson, Municipal Marketing Manager for Advanced Disposal stated that we have a recycling crisis in the United States, in 2017 China put a halt on accepting recyclables over 10% contamination. China will only accept up to a half percent contamination now and we are paying \$95 per ton to get rid of recycling, trash and recycling costs are skyrocketing. Out of 288 municipalities that we service only 2 use the trash bag system (Carlisle & Douglass) and Carlisle has increased their trash bag to \$8 per bag. The next contract costs will be sky high so we are proposing a tote system which we have a display set up here in the lobby for the public to look at. Mr. Carlson stated that for the time being he is asking residents to clean up the recycling as best as you can by rinsing out the containers.

Public Comment

No comments were given.

Old Business/New Business

No old business or new business was given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to adjourn the meeting at 7:35pm. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Tuesday, March 16th, 2020 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler