



Douglass Township, Montgomery County

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AGENDA – November 7th, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of October 17th, 2022 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for November 7th, 2022 – additions, corrections, motion for approval.
5. Zoning Hearings (Thursday November 17th, 2022 at 5:30pm)
 - a. 45 Brian Rd - zoning relief from accessory building coverage for in-ground pool, decking, and equipment.
6. 2023 Budget
 1. Minutes from the 10/24/2022 Budget Meeting
 - a. Additions, corrections, motion for approval
 2. Adoption of Tentative Budget General Fund \$4,846,000
7. Police Department Report – Chief Templin
8. Solicitor Report – Robert Brant, Esq.
 1. Tax Collection Resolution – Final review and authorization to advertise
 2. Knox Box Ordinance - Review
9. Manager's Report – Pete Hiryak
 1. Schedule of Meetings
 - a. Thursday November 10th, 2022 P/A Meeting @7pm, Workshop @ 6:30pm, Monday November 14th, 2022 ESB Meeting @ 6pm, Monday November 21st, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
 2. Escrow Release – Zern Phase 1 #18 (\$61,038.93) BOS Approval Required
 3. Becky Zern – Deputy Tax Collector
 4. Rt. 100/Market Street Committee – meeting date to be scheduled
 5. PARRC – 2022-04 Intragovernmental Cooperative Agreement Ordinance (Authorization to Advertise)
 6. 2023 Meeting and Holiday Schedule (for review only)
10. Old Business/New Business
 1. Emergency Medical Services Appropriation Tax – (GACAS)
11. Public Comment
12. Adjournment

NEXT MEETING 7PM MONDAY, NOVEMBER 21ST, 2022

The meeting of the Douglass Township Board of Supervisors was called to order at 7:02P.M. Attending were Chairman Joshua Stouch, Supervisor Sara Carpenter, Manager Peter Hiryak, Solicitor Robert Brant, Khal Hassan of Pennoni & Associates, Andrew Duncan, Mike Heydt, Chief Templin, Cynthia O'Donnell, McKenna Powanda, and approximately 11 residents/developers.

Mr. Stouch led in the Pledge of Allegiance. The meeting room was set up for modified social distancing. A reporter was present at the meeting. Mr. Stouch announced there was an Executive Session this evening from approximately 5:45pm to 6:15pm involving Township insurance matters, no decisions or votes were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of October 17th, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the October 17th, 2022 Board of Supervisors Meeting. Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the November 7th, 2022 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the November 7th, 2022 Board of Supervisors Agenda as presented. Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing (Thursday November 17th, 2022 at 5:30pm)

a. 45 Brian Road, zoning relief from accessory building coverage for in-ground pool & equipment – The manager stated that this is a request for relief from the accessory building coverage for installation of an inground pool & equipment. The P/A will review this on Thursday and Ms. Lee is reviewing the grading plan. Similar pool variance requests had to comply with certain conditions set by the Zoning Hearing Board regarding stormwater, inspections and fencing.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to recommend support of a variance request for relief from the accessory building coverage with conditions, set by the Zoning Hearing Board, for installation of an inground pool & equipment. Stouch-Aye, Carpenter-Aye. Motion passed.

2023 Budget

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the 2023 Budget Meeting on October 24th, 2022, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the 2023 Budget Meeting Minutes of October 24th, 2022. Stouch-Aye, Carpenter-Aye. Motion passed.

Adoption of Tentative Budget General Fund \$4,846,000 (Authorization of Advertisement) – The manager stated that its always good news that the projected budget ends with a surplus and thanked Treasurer O'Donnell for all the outstanding work she put into the budget since September and of course to the Department Heads and Staff for their time & effort in the 2023 budget process.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization of advertisement for the Adoption of Tentative Budget General Fund \$4,846,000. Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Templin

No report

Solicitor Report – Robert Brant, Esq.

Tax Collection Resolution (Final review and authorization to advertise pending) – As part of Act 57 amending the Local Tax Collection Law, allows the tax collector to grant a waiver from penalties to taxpayers who did not receive a tax bill within one year of their property purchase and meet certain requirements.

Knox Box Ordinance – (review pending)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the Solicitor’s Report as presented. Stouch-Aye, Carpenter-Aye. Motion passed.

Manager’s Report – Pete Hiryak

1. Mr. Hiryak reviewed the upcoming meetings as follows: Thursday November 10th, 2022 P/A Meeting @ 7pm, Signage Ordinance & Stormwater Ordinance Workshop @ 6:30pm, Monday November 14th, 2022 ESB Meeting @ 6pm (GACAS Members will be attending), Monday November 21st, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. Escrow Release – Zern Phase I Release #18 (\$61,038.93) BOS approval required. Recommended by Pennoni & Associates.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Escrow Release #18 for the Zern Tract Phase I in the amount of \$61,038.93 as recommended by Pennoni & Associates. Stouch-Aye, Carpenter-Aye. Motion passed.

3. Becky Zern – Deputy Tax Collector - the manager stated that the Deputy Tax Collector would only take effect if the Tax Collector was not able to fulfill their obligations for tax collection in the Township. It was discussed that in the long term we would prefer to keep this in house with the tax collection office moving into the administration building, we are looking to attain a new software program for collections purposes and Ms. O’Donnell offered to oversee collections stating that the new system provides up to five users therefore the new office employee could also learn the collections system. This will be discussed further at the next meeting.
4. Rt.100/Market Street Committee – meeting date to be scheduled (more information coming).
5. PARRC 2022-04 Intergovernmental Cooperative Agreement Ordinance (Authorization to Advertise).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for Authorization to Advertise the Intergovernmental Cooperative Agreement Ordinance 2022-04. Stouch-Aye, Carpenter-Aye. Motion passed.

6. 2023 Meeting and Holiday Schedule (for review only)
7. Staff Meeting for Cluster Development, 60 acres on Congo Rd - Wednesday November 9th, 2022 @ 10am

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the Manager’s Report as presented. Stouch-Aye, Carpenter-Aye. Motion passed.

Old Business/New Business

1. Emergency Medical Services Appropriation Tax – (GACAS) – Mr. Stouch said in order to help Gilbertsville Ambulance to continue providing service to the Township we are discussing levying an Emergency Medical Services Appropriation Tax under the Authority of the Second-Class Township Code for up to .5mils maximum, no decisions have been made. This will be discussed at the ESB Meeting on November 14th, 2022 and will also be on the agenda for the Board of Supervisors Meeting on November 21st, 2022. No other old business or new business was given.

Public Comment

Mr. Kolb stated that he was talking with Gilbertsville Auto Supply about having a shredding event in the Township, McKenna will reach out to Rich Rush to possibly setup a time for the event next year. A resident from Roosevelt Drive said that speeding is an issue on Swinehart Road & Second Street travelling to the Elementary

School. There are a lot of walkers in that area and cars are speeding & making U-turns, the parent pickup lines are so long they block driveways. The police put up flashing signs and it has helped a little but it is still ongoing. Mr. Stouch stated that a traffic study must be completed before road modifications on public roadways can be done and whatever device is used must be lawful for police enforcement. The resident stated that parents picking up their kids cause most of the problem. Chief Templin said that the parking lot is so small that the traffic backs up onto Second Street. Mr. Stouch asked Chief Templin to reach out to Chief Leatherman of the Eastern Berks Regional Police Department and the school district to find a solution to this issue. No other public comment was given.

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

The next Board of Supervisor's Meeting will be held on Monday, November 21st, 2022 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler