



# Douglas Township, Montgomery County

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## AGENDA – ORGANIZATION MEETING TUESDAY, JANUARY 3<sup>RD</sup>, 2023 @ 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. ELECTION OF OFFICERS
  - a. Appoint Manager as Temporary Chairman to conduct nominations for BOS Chairman
  - b. Conduct Nominations for BOS Positions by Temporary Chairman
  - c. Nomination of Board of Supervisor Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
  - d. Nomination of Board of Supervisor Vice-Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
4. Appointments:
  - a. Board of Supervisor Solicitor (Brant & Associates): \_\_\_\_\_
  - b. Labor Attorney (Boyd & Karver): \_\_\_\_\_
  - c. Planning Agency Solicitor (Brant & Associates): \_\_\_\_\_
  - d. Township General Engineer & Traffic Engineer (Pennoni Engineering): \_\_\_\_\_
  - e. Township Secretary/Administrative Assistant (Marcy Meitzler): \_\_\_\_\_
  - f. Treasurer (Cynthia O'Donnell): \_\_\_\_\_
  - g. Treasurers Bond set at \$2,500,000.00 (2.5 Million with H. A. Thomson, Travelers Insurance):  
\_\_\_\_\_
  - h. Township Manager (Peter Hiryak Contract ends 4/01/2023): \_\_\_\_\_
  - i. Road Master (Michael Heydt): \_\_\_\_\_
  - j. Code Enforcement Officer/Zoning Official (Andrew Duncan): \_\_\_\_\_
  - k. Building Inspector (Matthew Wojaczyk): \_\_\_\_\_
  - l. Road Foreman (Scott Groff): \_\_\_\_\_
  - m. Police Chief (Barry Templin Contract Ends 12/31/2026): \_\_\_\_\_
  - n. Fire Marshal @ \$15.00/hr for inspections (Ricky Smith): \_\_\_\_\_
  - o. Police Secretary/Administrative Assistants (Ashley Talarico/Ashlee Frey): \_\_\_\_\_
  - p. Solid Waste & Recycling Coordinator (McKenna Powanda): \_\_\_\_\_

- q. Chief Administrative Officer for the Pension Funds: (BOS Chairman/Manager)
- r. Sewage Enforcement Officer: Montgomery County Health Department
- s. Delinquent Per Capita Tax Collection: Berkheimer Associates
- t. Earned Income Tax Collector: Berks EIT Bureau
- u. Local Services Tax Collector: Berks EIT Bureau
  
- v. BMMA Representative 5 Year Term (Mark Toepel): \_\_\_\_\_
- w. Representative to PMRPC and PARRC: (Supervisor/Manager/P/A and McKenna Powanda): \_\_\_\_\_
- x. BOS Representative to Agricultural Secure Board: \_\_\_\_\_
- y. Vacancy Board Chairman (Sam Hunter): \_\_\_\_\_
- z. Special Fire Police (Cpt. Don Frantz, Lt. Rose Troilo, Matthew Weller, James Scott, Bryan Beaulac, Rick Smith, Angelina Adair, McKenna Powanda, Thomas Cote, Nicholas Bardman, Andy Duncan, Eric Bauer, and E.J. Henninger): \_\_\_\_\_
- aa. Emergency Coordinator (Andrew Duncan): \_\_\_\_\_
- bb. Asst. Emergency Coordinator (McKenna Powanda): \_\_\_\_\_
- cc. Township Delegates to the State Supervisors Convention (Supervisors, Manager, Treasurer, Roadmaster): \_\_\_\_\_
- dd. Township Depositories: PLIGIT, Great Eastern Management, Vist Bank
- ee. ICC Appeals Board: (Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell): \_\_\_\_\_
- ff. Zoning Hearing Board (2) 3 Year Terms (Kurt Davidheiser & Howard Houseknecht - A): \_\_\_\_\_
- gg. Planning Agency (2) 4 Year Terms (Kim Stouch & Sara Carpenter): \_\_\_\_\_
- hh. Establish Standard Mileage Rate (2023 Federal Rate \$ .655 per mile): \_\_\_\_\_
- ii. Recreation Committee (Members/Meetings T.B.A.): \_\_\_\_\_
- jj. Act 209 Advisory Committee (Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrove, Charles Rick): \_\_\_\_\_
- kk. Emergency Service Board Representatives: (BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Rick Smith, Barry Templin, Dave Yusko, John Doucette, Kim Stouch, and Don Bergstresser): \_\_\_\_\_
- ll. Primary Fire Protection Service Provider (GF&R): \_\_\_\_\_
- mm. Primary Medical Service Provider (GACAS): \_\_\_\_\_
  
- 5. Minutes of December 19<sup>th</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval.
  - b. Agenda for January 3<sup>rd</sup>, 2023 – additions, corrections, motion for approval.
- 6. Manager's Report – Peter Hiryak
  - 1. Schedule of Meetings:
    - a. Thursday, January 12<sup>th</sup>, 2023 @ 7:00pm – Planning Agency Meeting
    - b. Tuesday, January 17<sup>th</sup>, 2023 @ 6:30pm BOS Agenda Meeting, BOS Meeting @ 7pm.
  - 2. 2023 Fee Schedule (BOS Approval Required)
  - 3. Escrow Release Hallowell Phase I Release #2(\$192,444.89)
  - 4. Police Tuition Reimbursement (Officer Ziegler & Officer Castellucci)

5. Non-Uniform Employees – 2023 Wage Sheet
6. Building Inspection/Zoning Department – 3<sup>rd</sup> Party Commercial Electrical Service Inspection Agreement (Review Continuing)
  
7. Public Comment
  
8. Old Business/New Business
  
9. Adjournment

**NEXT MEETING TUESDAY, JANUARY 17<sup>TH</sup>, 2023 @ 7:00PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:05 P.M. Attending were Chairman Josh Stouch, Vice-Chairman Alan Keiser, Supervisor Sara Carpenter, Peter Hiryak, Michael Heydt, Chief Templin, a reporter, and 5 residents.

Mr. Stouch led the Pledge of Allegiance to the flag and announced that an Executive Session was held this evening from approximately 5:30pm to 6:45pm involving personnel matters, no decisions or votes were taken.

#### Reorganization Meeting for the Year 2023

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 Ms. Carpenter. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Mr. Stouch nominated Sara Carpenter as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Mr. Keiser. Keiser-Aye, Stouch-Aye, Carpenter-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. Stouch, seconded by Ms. Carpenter to appoint Robert L. Brant & Associates LLC as Township Solicitor, Boyd & Karver as Labor Attorney, Robert L. Brant & Associates LLC as Planning Agency Solicitor, Pennoni Engineering as Township General Engineer & Traffic Engineer, Marcy Meitzler as Township Secretary/Administrative Assistant, and Cynthia O'Donnell as Treasurer. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for the Treasurers Bond to be set at 2.5 million with H.A. Thomson, Travelers Insurance. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Peter Hiryak as Township Manager, contract ends 4/01/2023. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Michael Heydt as Road Master. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Andrew Duncan and Matthew Wojaczyk as Code Enforcement Officer and Zoning Officials. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Matthew Wojaczyk as Building Inspector, and Scott Groff as Road Foreman. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Barry Templin as Police Chief for Douglass Township (Contract ends 12/31/2026). Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Ricky Smith as Fire Marshal at \$17.00 per hour for inspections/reviews. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Ashley Talarico and Ashlee Frey as Police Secretary/Administrative Assistants, McKenna Powanda as Solid Waste & Recycling Coordinator, the Board of Supervisor Chairman Joshua Stouch & Manager Peter Hiryak to be the Chief Administrative Officers 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 for the Delinquent Per Capita Tax Collection, Berks EIT Bureau as the Earned Income Tax Collector and the Local Services Tax Collector. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Mark Toepel with a 5-year term as a BMMA Representative. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint a Supervisor, the Manager, a Planning Agency Member, and McKenna Powanda as Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC). Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Sam Hunter as the Vacancy Board Chairman. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Captain Don Frantz, Lt. Rose Troilo, Matthew Weller, James Scott, Bryan Beaulac, Rick Smith, Angelina Adair, McKenna Powanda, Thomas Cote, Nicholas Bardman, Andy Duncan, Eric Bauer, E. J. Henninger as Special Fire Police, Andrew Duncan as Emergency Coordinator, and McKenna Powanda as Assistant Emergency Coordinator. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint any of the Supervisors, Manager, Roadmaster, and Treasurer as Township Delegates to the State Supervisors Convention, PLIGIT, Great Eastern Management, and Vist Bank as Township Depositories, and Sam Hunter, Ed

Reitz, Mike Heydt, Bill Friel, Bernie Sell to the ICC Appeals Board. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to reappoint Kurt Davidheiser to a 3-year term to the Zoning Hearing Board and Howard Houseknecht as an Alternate to the Zoning Hearing Board for a 3-year term, and to reappoint Kim Stouch and Sara Carpenter each to 4-year terms on the Planning Agency. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to Establish the Standard Mileage Rate at the corrected 2023 Federal Rate of \$.655 cents per mile. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The manager stated that appointments to the Recreation Committee and Meeting Dates may be added as needed at a later date.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrave, and Charles Rick to the Act 209 Advisory Committee. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Rick Smith, Barry Templin, Dave Yusko, John Doucette, Kim Stouch, Don Bergstresser, and Terry Heydt as Representatives of the Emergency Services Board. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Gilbertsville Fire & Rescue (GF&R) as the Primary Fire Protection Service Provider for Douglass Township. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint the Gilbertsville Area Community Ambulance Service (GACAS) as the Primary Medical Service Provider for Douglass Township. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

This concluded the 2023 Reorganization portion of the meeting. Mr. Stouch asked if there was any changes or corrections to the December 19<sup>th</sup>, 2022 Board of Supervisors minutes, no changes or comments were given.

A motion was made to approve the minutes of December 19<sup>th</sup>, 2022 Board of Supervisors meeting by Mr. Stouch, seconded by Mr. Keiser. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 3<sup>rd</sup>, 2023 Board of Supervisors Agenda, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the January 3<sup>rd</sup>, 2023 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:

Thursday, January 12<sup>th</sup>, 2023 @ 7pm – Planning Agency (Reorganization) Meeting and Tuesday, January 17<sup>th</sup>, 2023 @ 6:30pm BOS Agenda Mtg, BOS Meeting @ 7pm.

2. 2023 Fee Schedule (BOS Approval Required) – scheduled for 1/17/2023 Meeting.

3. Escrow Release Hollowell Phase I Release #2 (\$192,444.89) – Mr. Hiryak stated that this release has been recommended by Pennoni Associates.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Hollowell Phase I Release #2 in the amount of \$192,444.89 as recommended by Pennoni Associates. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Police Tuition Reimbursement Requests (Officer Ziegler & Officer Castellucci) – the reimbursement for Officer Ziegler is \$2,107.76 for courses on Organized Crime and Sociology & Law, and Officer Castellucci is \$2,924.32 for courses on White Collar Crime.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the reimbursement of tuition fees in the amount of \$2,107.76 to Officer Ziegler for courses in Organized Crime and Sociology & Law, and reimbursement in the amount of \$2,924.32 to Officer Castellucci for a course in White Collar Crime. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

5. Non-Uniform Employees – 2023 Wage Sheet (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the 2023 Non-Uniform Wage Sheet as prepared by Manager Hiryak based on the budget, evaluations and job duties.

Keiser-Aye, Stouch-Aye, Carpenter- Abstain. Motion passed.

6. Building Inspection/Zoning Department – 3<sup>rd</sup> Party Commercial Electrical Service Inspection Agreement (Review Continuing), the manager stated that we need to finalize this with the upcoming Hospital project pending. A resident asked if there is a hospital being built here, Mr. Stouch asked if we could address her questions under public comment.

Manager Hiryak asked the Board of Supervisors to consider, for the next agenda/meeting, adding an Assistant Manager position. No other questions

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

Public Comment

A resident asked if there was a hospital coming to the Township? Mr. Hiryak said that 4 years ago discussions began on a proposed hospital at Grosser Road and Rt100. The proposal consists of a small hospital and a separate medical office building associated with Lehigh Valley Health Network. The Final Plan is in the review stages. Mr. Updegrave questioned a truck maintenance bill for \$26,000 from the December 19<sup>th</sup>, 2022 meeting asking why it was so expensive, Mr. Heydt replied that the exhaust fumes were coming into the truck cab and it took a new exhaust system on the 2008 Freightliner truck.

Old Business/New Business

No old business or new business was given.

A motion was made to adjourn the meeting at 7:28pm by Mr. Stouch, seconded by Mr. Keiser. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Tuesday, January 17<sup>th</sup>, 2023 @ 7pm.**

Respectfully submitted by,  
Marcy Meitzler