

Douglass Township – Berks County
Board of Supervisors Meeting February 13, 2023

CALL TO ORDER / ROLL CALL

The February 13, 2023 meeting of the Douglass Township, Berks County Board of Supervisors, was called to order at 7:06 PM by Chairman John Bauman. Present were Supervisors John Bauman, Ronald Mest and Robert Palko. Also, in attendance were Kaleena Breitbarth, Township Manager, Bernadette Kearney, Township Solicitor, Thomas Unger, Engineer, John Dzurek, Police Chief and 5 members of the public.

PUBLIC COMMENT ON AGENDA ITEMS

None

SPECIAL PRESENTATION

Clementine Palko from Earl Elementary School addressed the Board asking if they would consider donating to the schools PTO which provides funds to purchase items and opportunities for the children. John Bauman made a motion, seconded by Ronald Mest to provide a donation in the amount of \$100 in the form of a basket raffle to the Earl Elementary PTO. The motion carried unanimously.

APPROVAL OF MINUTES

A motion was made by John Bauman, seconded by Ronald Mest to approve the meeting minutes from the Reorganization meeting on January 3, 2023. The motion carried unanimously.

A motion was made by John Bauman, seconded by Ronald Mest to approve the meeting minutes from January 3, 2023. The motion carried unanimously.

A motion was made by John Bauman, seconded by Ronald Mest to approve the meeting minutes from the January 27, 2023 Special meeting.

TOWNSHIP MANAGER'S REPORT

The monthly report was presented to the Board

A light duty job description was created as we have an officer who is out due to an injury and will be released back to light duty for an extended period of time. John Bauman made a motion, seconded by Ronald Mest to approve the Light Duty Police Officer Job Description. The motion carried unanimously.

Officer Long is set to be released to come back to light duty on February 20th. John Bauman made a motion, seconded by Ronald Mest to approve Office Long's light duty position Monday through Friday 8 AM to 4PM beginning on February 20, 2023. The motion carried unanimously.

Technology upgrades were proposed to the Board. The upgrades would include a new smart tv mounted on the meeting room wall that would allow the board to view presentations or even allow the police department to host classes. John Bauman made a motion, seconded by Ronald Mest to authorize the purchase of technology upgrades for the meeting room at a cost not to exceed \$1,029.97. The motion carried unanimously.

At the Reorganization meeting the board interviewed three candidates for the vacant Planning Commission position. The candidates were asked to complete a questionnaire prior to tonight's meeting. John Bauman made a motion, seconded by Ronald Mest to appoint Bruce Foltz to the planning commission with a term ending December 31, 2024 and Barry Parson as the Zoning Hearing Board Alternate with a term ending December 31, 2023. The motion carried unanimously.

Every few years municipal records are able slated to be destroyed. The Manager and Chief have gone through their records to pull all the files out that are able to be destroyed. These files include accounts payables, receivables, old case files, etc. John Bauman made a motion, seconded by Ronald Mest to adopt Resolution 2023-04 Records Disposition 2016 and earlier. The motion carried unanimously.

The budgeted scanning project is underway. Twelve file boxes were packed up and collected by Stratix to be taken for scanning. Once the files are scanned the Board has the option to have the files destroyed. The records are scanned in a format that is an acceptable format for permanent preservation. The Township will still have to seek permission from the Pennsylvania Historical and Museum Commission to have the records destroyed. This is the first step in the process to having the records destroyed. John Bauman made a motion, seconded by Ronald Mest to adopt Resolution 2023-05 Records Disposition-SALDO. The motion carried unanimously.

POLICE REPORT

The Police department's monthly report was distributed to the Board.

The Chief discussed with the board the need to schedule their implicit bias and de-escalation training. The class will be held over two separate days so each platoon can attend. The cost of the course should be no more than \$2,000 and to offset some costs, we would be looking to invite Amity PD to attend as well. John Bauman made a motion, seconded by Ronald Mest to approve the implicit bias and de-escalation training course at a cost to not exceed \$2,000 and to allow the Chief to invite other departments to attend and charge as he sees fit. The motion carried unanimously.

EMERGENCY MANAGEMENT REPORT

The Emergency Manager's report was reviewed with the board.

BAFR hosted an electric vehicle training session at Fred Beans Ford in Boyertown that allowed fire department from surrounding communities attend.

ENGINEERS REPORT

The monthly engineer's report was distributed to the board.

The pump station electrical project was put out to bid. Bids were received. Engineer Unger read the following bids into the record:

- PSI Pumping Solution, Inc \$44,956.00 (Bid was withdrawn)
- Eastern Environmental Contractors, Inc \$64,640.00
- Blooming Glen Contractors \$74,537.00
- A.N. Lynch Co, Inc \$80,000.00
- US Solutions \$ 107,174.00

John Bauman made a motion, seconded by Ronald Mest made a motion to accept the bids for the pump station electrical project. The motion carried unanimously.

John Bauman made a motion, seconded by Ronald Mest made a motion to award the bid for the pump state electrical project to the lowest bidder Easter Environment Contractors, Inc in the amount of \$64,640.00. The motion carried unanimously.

John Bauman made a motion, seconded by Ronald Mest made a motion to accept the time extension request for Optimum RV through June 12, 2023. The motion carried unanimously.

John Bauman made a motion, seconded by Ronald Mest made a motion to accept the time extension request through June 29, 2023. The motion carried unanimously.

The drawings for the ADA front entryway and security are about complete. The ramp had been reconfigured to save some money with the roof coverage. John Bauman made a motion, seconded by Ronald Mest to authorize the Township Engineer to advertise the ADA entryway project for bids. The motion carried unanimously.

The salt shed project has been completed, the contractor has submitted his final payment application for the job. The one-year maintenance period will run from 2-14-2023 to 2-14-2024. John Bauman made a motion, seconded by Ronald Mest made a motion to amend tonight's agenda to add approving the payment application #5 final to Amric Construction in the amount of \$18,898.76. The motion carried unanimously. John Bauman made a motion, seconded by Ronald Mest made a motion to approve payment application #5 final to Amric Construction in the amount of \$18,898.76. The motion carried unanimously.

SOLICITOR'S REPORT

There was nothing to report

PLANNING COMMISSION

There was nothing to report

PARK AND RECREATION

The manager announced that 118 sponsorship letters went out that morning to surrounding businesses. A review of the 2023 events was given.

FINANCIAL REPORT

A motion was made by John Bauman, seconded by Ronald Mest to approve the financial report, the included list of bills and to file the same for audit. The motion carried unanimously.

OLD / NEW BUSINESS

None

PUBLIC COMMENT

Alice Borgiet of Quarry Rd inquired about the status of the request to get her neighbor's property cleaned up. She was informed that citations were filed at the District Justice's office, we are waiting on a court date.

Dennis Kappenstein of 69 Colebrookdale Road expressed concerns about the condition of his neighbor's property at 665 Colebrookdale Road. The Township will follow up by having the Code Officer do an inspection of the property.

ADJOURNMENT

With there being no further business, at 8:14 PM, a motion was made by John Bauman, seconded by Robert Palko to adjourn the meeting. The motion carried unanimously.

John Bauman, Chairman

Kaleena Breitbarth, Township Manager