

DOUGLASS TOWNSHIP, BERKS COUNTY
PLANNING COMMISSION AGENDA
Tuesday February 20, 2024
7:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REORGANIZATION**
 - Consider a motion to nominate a Chairman
 - Consider a motion to nominate a Vice-Chairman
3. **MINUTES**
 - Consider a motion to approve the November 21, 2023, minutes
4. **REVIEW OF SUBDIVISIONS**
 - 2016-03 84 Properties LDP – Expires 6/3/2024.
 - 2021-02 Webster Minor Subdivision Expires 6/30/2024.
 - 2022-04 Optimum RV Expires 4/8/2024
 - 2022-05 Pine Forge Academy Expires 4/30/2024. SDE review dated 1/16/24
 - 2023-03 Graber Minor Subdivision Expires 3/20/2024.
 - 2024-01 Borrick-Harris Annex Expires 5/20/2024 SDE review dated 2/20/24
5. **NEW BUSINESS**
6. **OLD BUSINESS**
7. **ADJOURNMENT**
 - Consider a motion to adjourn tonight's meeting

Attachments:

Draft November 13, 2023 PC Minutes

Draft February 20, 2024 BOS Minutes

Pine Forge Academy-SDE Review letter dated 1/16/2023.

Borrick Harris Annexation-SDE Review letter dated 2/20/2024.

**Douglass Township, Berks County
Planning Commission Meeting Minutes
November 21, 2023**

11/21/2023

The November 21, 2023 meeting of the Douglass Township, Berks County Planning Commission was called to order at 7:01 PM by Chairman Kenneth Kirch. Present were members: Jerry Silberman, Peter Dannecker and Bruce Foltz. Absent was member Grant Yergey. Also, present was Township Manager Kaleena Breitbarth, Solicitor Steven English and 4 members of the public.

MINUTES

A motion was made by Peter Dannecker, seconded by Jerry Silberman to approve the minutes from June 20, 2023. The motion carried 4-0

A motion was made by Jerry Silberman, seconded by Kenneth Kirch to approve the minutes from September 19, 2023. The motion carried 4-0.

REVIEW OF SUBDIVISIONS

- 2016-03 84 Properties LLC Land Development Plan – Expires 6/24/2024
- 2021-02 Webster Parcel – Minor Subdivision – Expires 12/31/2023
 - Jerry Silberman made a motion, seconded by Peter Dannecker to recommend that the BOS reject the Webster minor subdivision plan due to non-compliance if no time extension request is received by the Township by the next BOS meeting. The motion carried 4-0
- 2022-04 Optimum RV Expires 4/24/2024 – SDE Review Letter dated 11/21/2023
 - The remaining outstanding items include: stormwater and landscaping.
- 2022-05 Pine Forge Academy Expires 12/31/2023
 - Jerry Silberman made a motion, seconded by Peter Dannecker to recommend that the BOS reject the Pine Forge Academy LDP due to non-compliance if no time extension request is received by the Township by the next BOS meeting. The motion carried 4-0
- 2023-02 Zvarick Minor Subdivision Expires 3/11/2024 – SDE Letter dated 11/7/2023
 - The applicant has submitted a waiver request to the board to not install sidewalks along Colebrookdale and Pine Ford Rds., as there are no sidewalks in the area. Peter Dannecker made a motion, seconded by Jerry Silberman to recommend granting the waiver request from sections 22-404.1.B(6) and 22-507.3 Sidewalks. The motion carried 4-0. Peter Dannecker made a motion, seconded by Jerry Silberman to recommend conditional/final approval to the BOS for the Zvarick Minor Subdivision with the understanding that all items are met in the SDE review letter dated November 7, 2023. The motion carried 4-0.
- 2023-03 Graber – Minor Subdivision – Expires 3/20/2024

OLD/NEW BUSINESS

On behalf of the Township Systems Design Engineering is submitting three separate grant applications for projects in the Township. It was requested by SDE that the PC provide letters of support for the grants. Bruce Foltz made a motion, seconded by Peter Dannecker to approve the Chairman signing the letters of support for the Township's grant applications. The motion carried 4-0.

ADJOURNMENT

With no further business to come before the Board, a motion to adjourn was made by Jerry Silberman, seconded by Peter Dannecker at 7:45 PM. The motion carried 4-0

Kenneth Kirch, Chairman

Kaleena Breitbarth, Recording Secretary

Douglass Township – Berks County

D/B/A/M

Board of Supervisors Meeting February 12, 2024

CALL TO ORDER / ROLL CALL

The February 12, 2024, meeting of the Douglass Township, Berks County Board of Supervisors, was called to order at 7:01 PM by Chairman Ronald Mest Jr. Present were Supervisors John Bauman and Robert Palko. Also, in attendance were Kaleena Breitbarth, Township Manager, Bernadette Kearney, Township Solicitor, Thomas Unger, Engineer, John Dzurek, Police Chief, Robert Bainbridge, Emergency Management Coordinator and 8 members of the public.

PUBLIC COMMENT ON AGENDA ITEMS

Taxpayer Eden Richard asked questions on the bill list regarding the amount of money spent on a property maintenance appeal. He asked what property that was for and was informed it was 99 Trout Run Rd, the property which he owns.

VISITORS

Lt. Jared Starnes of The Salvation Army out of Boyertown came to address the board to provide an overview of what their organization provides to the community. As of last year, they provided services to 252 families from Douglass Township this equated to 26% of the recipients of the food bank supplies. It was asked how they differ from the Boyertown Multi Service and the Salvation Army, a National organization that assists them in getting more funding and allows them more grant opportunities. Ronald Mest Jr. made a motion, seconded by Robert Palko to amend the agenda to make a monetary donation to the Salvation Army. Ronald Mest Jr. made a motion, seconded by Robert Palko to

APPROVAL OF MINUTES

A motion was made by Ronald Mest Jr., seconded by Robert Palko to approve the reorganization minutes from January 2, 2024. The motion carried unanimously.

A motion was made by Ronald Mest Jr., seconded by Robert Palko to approve the regular meeting minutes from January 2, 2024. The motion carried unanimously.

TOWNSHIP MANAGER'S REPORT

The monthly report was presented to the Board.

Earl Elementary School PTO reached out to the Township asking if they would participate in this year's basket raffle. The Township participated in the 2023 basket raffle. The Township Manager had raffle items purchased for prior community days that were not used and suggested that those items be donated towards the basket raffle. Ronald Mest Jr. made a motion, seconded by Robert Palko to provide a donation to the Earl Elementary School PTO in the amount of \$100 and to also include the Community Day items. The motion carried unanimously.

The Township has been on the lookout for a seasonal part time snowplow driver. The Road Master will be interviewing a candidate in the upcoming week for the position. The Manager confirmed with the board that they are still in agreement that they are interested in hiring that position and are on board with the Township Manager offering a contingent offer if the candidate is qualified. The board agreed

that the position is necessary, and any offers of employment would be ratified at the subsequent meeting.

The board was presented with quotes for a new emergency generator for the Township building. The current generator is no longer operational and cannot be repaired. This is crucial that the building has emergency backup power, as the building is used as the Emergency Operations Center for the Township and the Police Department is 24/7. The Township Engineer is going to review the quotes to ensure that they are sized correctly before purchase, but the board must act so that an order can be placed. Ronald Mest Jr. made a motion, seconded by Robert Palko to amend the agenda to add the purchase of the township's emergency generator. The motion passed unanimously. Ronald Mest Jr. made a motion, seconded by Robert Palko to authorize the purchase of the Township's emergency generator at a cost not to exceed \$23,000.00. The motion carried unanimously.

Lastly, a discussion was held on the Colebrookdale Railroad. The railroad has asked for permission as part of their grant application to dig test pits for archaeological artifacts near their work site. They asked to dig the pits at Ironstone Park. Their second request was to have the township allow them to utilize part of the park as a staging area for the bridge work that will be done. Communication is still ongoing for more information about both the test pits and the staging area before the Supervisors make decisions about allowing the park to be used.

POLICE REPORT

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

The Chief asked the board for permission to send Officer Long for his recertification as an instructor in Use of Force training. The certification is for 2-years, and the cost is \$1,500.00. Ronald Mest Jr. made a motion, seconded by Robert Palko to approve the training request in the amount of \$1,500.00 to be recertified as an instructor for use of force training. The motion carried unanimously.

The Chief reviewed with the board the current grant application that the department is currently working on. The current application through PCCD is in the amount of \$5,000.00 is a no match grant that can be used for either a signing bonus for new hires or equipment. Ronald Mest Jr. made a motion, seconded by Robert Palko to authorize the Board of Supervisors to sign the grant application in the amount of \$5,000.00 to the PCCD. The motion carried unanimously.

EMERGENCY MANAGEMENT REPORT

The Emergency Manager reviewed his report with the board.

Douglass Township has a delegate that sits on the Board of Directors for Boyertown Area Fire and Rescue. The Township Manager suggested to the board that they name Robert Bainbridge the Alternate delegate so that if there is a conflict with the primary that the alternate can attend in their place. Ronald Mest Jr. made a motion, seconded by Robert Palko to designate Robert Bainbridge as the Douglass Township Alternate Delegate on the BAFR Board of Directors. The motion carried unanimously.

ENGINEERS REPORT

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

The applicant for the Webster Minor Subdivision submitted to the board a time extension request. Ronald Mest Jr. made a motion, seconded by Robert Palko to accept the time extension request from the Webster Minor Subdivision through June 30, 2024.

Engineer Unger reviewed an updated list of Sewage Enforcement Officers for 2024. They have hired a new staff member, Shannon Petrillo, in which the Township needs to add an appointed Sewage Officer. Ronald Mest Jr. made a motion, seconded by Ronald Mest to amend the authorized list of Township approved Sewage Enforcement Officers for 2024. The motion carried unanimously.

The pump station electrical upgrade project has been completed by the contractor. The contractor submitted their final payment application, which was reviewed by the Engineer for board approval. Ronald Mest Jr. made a motion, seconded by Robert Palko to approve payment application #2 (final) to Eastern Environmental Contractors in the amount of \$33,932.00. The motion carried unanimously.

The board was presented with the list of roads that the Road Master and the Engineer reviewed for repair for 2024. The Roads listed for repair are East Pine Ford, West Pine Ford, Creamery Road, and Rattlesnake Hill Road. Ronald Mest Jr. made a motion seconded by Robert Palko to authorize the Township Engineer to advertise the 2024 project to receive bids. The motion carried unanimously.

SOLICITOR'S REPORT

Nothing to report

PLANNING COMMISSION

Nothing to report

PARK AND RECREATION

None

FINANCIAL REPORT

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

OLD / NEW BUSINESS

The Chief asked the board if they would be interested in hearing a presentation from Flock Safety. They would install security cameras throughout the Township. The organization would come in and evaluate the areas which have the highest need for a camera, and it would provide the police with 24/7 monitoring. It would also allow them access to footage with any other Flock Safety user, as the company is a big proponent of sharing data. The board agreed that they would like to see a short presentation on the cameras and if they could be beneficial for the Township.

PUBLIC COMMENT

Ruth Dierolf asked who the Fire Marshalls were for Douglass Township and if they are the same for Colebrookdale Township. She was given the information for the Northern and Southern sectors of the Township and informed that the Fire Marshalls are not the same for Colebrookdale and she would need to reach out their them. She also inquired about the hazardous material complaint that was reported to the board at the end of 2023 about Pine Forge Elementary School and if it was investigated. The

Township Engineer informed her that Code Enforcement had completed an inspection of the facility, and no hazardous conditions were found.

ANNOUNCEMENT

The Chairman announced that there will be executive sessions held on February 14th and February 15th for personnel matters to conduct police interviews.

The Township Manager announced that there will also be an executive session after the regular meeting to discuss pending litigation.

ADJOURNMENT

With there being no further business, at 8:17 PM, a motion was made by Ronald Mest Jr., seconded by John Bauman to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Kaleena Breitbarth, Township Manager/Secretary