



# Douglass Township, Montgomery County

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AGENDA – January 18<sup>th</sup>, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of January 3<sup>rd</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for January 18<sup>th</sup>, 2022– additions, corrections, motion for approval.
5. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
6. Police Department Report – Sgt. Evans
  1. 2021 Year End Report
7. Solicitor Report – Robert Brant, Esq.
  1. Holly Road Mixed Use Land Development Plan – P/A recommended approval of waivers & Preliminary Plan (BOS can authorize preparation of Preliminary Plan Resolution)
8. Public Works Department Report – Michael Heydt
9. Emergency Services Reports
  1. GF&R and GACAS – Written report submitted, copies in lobby
  2. Emergency Service Building Update
  3. Lease Agreement between GF&R and Douglass Township Police Department
  4. EMS Building – Parking & Landscaping Layout (For Review)
10. Manager's Report – Peter Hiryak
  1. Schedule of Meetings
    - a. Monday February 7<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday February 10<sup>th</sup>, 2022 P/A Meeting, no workshop scheduled.
  2. Escrow Release Requests – Zern Phase II #8 \$85,675.18 (BOS Approval Required)
  3. Tuition Reimbursement – Officer Castellucci (Budgeted in 2022)
11. Old Business/New Business
12. Public Comment
13. Adjournment

**NEXT MEETING 7PM MONDAY February 7<sup>th</sup>, 2022**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:05P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Supervisor Sara Carpenter, Solicitor Robert Brant, Allison Lee of Pennoni & Associates, Pete Hiryak, Andrew Duncan, Mike Heydt, Sgt. Robert Evans, 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 that was an Executive Session held this evening from approximately 5:30pm - 6:30pm involving personnel matters. No votes or decisions were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the January 3<sup>rd</sup>, 2022 Board of Supervisors Meeting. Ms. Carpenter noted that on page 3 a correction is needed under the appointment of Kim Stouch, if should read Motion by Ms. Carpenter, seconded by Mr. Keiser.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the January 3<sup>rd</sup>, 2022 Board of Supervisors Meeting with the correction on page 3, the appointment of Kim Stouch, should read Motion by Ms. Carpenter, 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 18<sup>th</sup>, 2022 Board of Supervisors Agenda, Mr. Stouch asked to move the Treasurer's Report to #5 and the Emergency Service Reports to #9.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the January 18<sup>th</sup>, 2022 Board of Supervisors Agenda moving the Treasurer's Report to #5 and moving the Emergency Service Reports to #9. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Treasurer's Report (Authorization to pay the bills) – Cynthia O'Donnell**

Ms. O'Donnell stated the bills amounted to \$264,384.75 and authorization is needed for payment. Ms. Carpenter asked for a run down on the unusual bills. Ms. O'Donnell stated that Brown & Brown quarterly bills amounted to \$11,000, H.A. Thomson Treasurer's Bond for \$3,387, Montgomery County Swat Team for the Police Annual Fee of \$3,000, Morbark \$70,792.80 for a chipper paid through our 902 Grant, Moyer Truck Services to repair highway & recycling trucks, Omega Systems for additional equipment for new police building, PMRPC membership dues, and Schultz Technology for the 2<sup>nd</sup> payment for the wiring at the new police station. No other questions were given on the bills. Copies of the report are available in the lobby.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of January 18<sup>th</sup>, 2022. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Police Department Report – Sgt. Robert Evans**

Sgt. Evans introduced the 2021 yearly report for Douglass Township Police Department to the Board of Supervisors and stated that there was an increase in everything however there was a decrease in animal control calls and vehicle accidents. Sgt. Evans reported the December 2021 Stats: 11 reportable accidents, 10 non-reportable accidents, 11 criminal investigations, 5 criminal arrests, 48 traffic citations, 5 non-traffic citations, and 1 parking ticket. On January 7<sup>th</sup>, 2022 Douglass Township Police responded to a commercial burglary just discovered in the Township. Officer Ziegler and Officer Sedgwick were the first to respond and arrive on scene. Based upon evidence initially received, both officers continued to work on and assist with this investigation throughout their shift to identify a suspect. Information gathered was forwarded to surrounding agencies. The following day, this same suspect was apprehended by an outside agency and found to have committed multiple burglaries in Montgomery County and Berks County. Both Officers did an outstanding job with this incident and

I thank them for their efforts. Ms. Carpenter asked if the increases in the 2021 Yearly Report were considered normal, Sgt. Evans replied that basically the calls for service were up more than normal. Manager Hiryak suggested that the Board review the year end report and discuss with Sgt. Evans at the February meeting. Mr. Brumwell said the change to the traffic pattern seems to have worked at the Gilbertsville Elementary School. Sgt. Evans commented that after the pattern change was implemented the police do not have to monitor the traffic at the school. No other questions were given.

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

**Solicitor Report – Robert Brant, Esq.**

Holly Road Mixed Use Land Development Plan - Mr. Brant stated that the Planning Agency recommended approval of Waiver & Preliminary Plan. Mr. Brant stated that authorization is needed by the Board to proceed with the preparation of the Preliminary Plan Resolution. Mr. Brant asked if Mr. Bauer would like to give an overview of the project. Mr. Bauer said that the property is located adjacent to the Giant Food Store consisting of 52 acres. The plan consists of 156 townhomes, 22 single family homes, and 4 commercial pads. P/A recommended waivers & preliminary plan, a deferral was recommended relating to a zoning issue which will be addressed when we have commercial in place. The deferral is in regard to size & location of a retail load/unload zone at the building pads. No questions were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Solicitor Brant to prepare the Preliminary Plan Resolution for the Holly Road Development Project. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Brant commented that there was supposed to be a football game over the weekend in Dallas, has anyone heard anything about it? You could hear a distinct sigh from the Cowboy fans in the meeting room.

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

**Public Works Department Report - Michael Heydt**

Mr. Heydt stated that the roadcrew plowed and salted the roads, cleaned the trucks, performed inlet inspections & inlet cleanings for MS4. They also cleaned up tree debris and repaired or replaced signs throughout the Township. No questions were given.

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

**GF&R and GACAS Reports** – Written reports for December 2021 were submitted to the Board of Supervisors and available in the lobby. Fire Chief Andrew Duncan gave they year-end stats for 2021. We responded to 270 calls for service in 2021. This is a decrease from 284 calls from 2020. Members logged 772 hours and 48 minutes on emergency incidents. GF&R is comprised of 32 volunteer firefighters, 6 fire police officers, 1 junior firefighter, 6 explorer firefighters and an additional 10 contributing members. It was a good grant year receiving \$7,500 from Berks County Community Foundation Boyertown Fund to fund the installation of a vehicle exhaust system in the new station, \$50,000 from Montgomery County Resiliency Grant to reimburse for costs associated with the construction of our new firehouse, \$14,400 from PA State Fire Commissioners Grant for the purchase of firefighting equipment for squad 67, and FEMA Assistance to Firefighters Grant Program - \$62,572 Regional grant to purchase 9 sets of firefighter turn out gear and \$95,453 Regional grant for the purchase of new fire hose and appliances.

Special Recognition from PA State Fire Commissioner for 75% of our firefighting staff being certified at various levels in accordance with nationally recognized and sanctioned professional qualification standards. Gilbertsville Fire and Rescue Company is one of 67 participating departments in the State of PA and 1 of 9 participating departments in Montgomery County to obtain a 75% certification recognition. In 2021 Gilbertsville Fire and Rescue responded to 162 calls in Douglass Township, logged over 2,250 hours in training, over 650 hours for meetings and administrative duties, over 250 hours for public education, 100 hours of fund raising, and over 100 hours of driver training. Fire Chief Duncan thanked everyone for their support and for the Boards continued support. Mr. Stouch commented that in his opinion GF&R is the best and highest trained fire company.

EMS Building Update - Mr. Duncan stated that the EMS building exterior is completed except for the landscaping, the interior is drywalled and painted waiting on flooring & heating.

Lease Agreement between GF&R and the Douglass Township Police – The manager stated that Mr. Bauer & Mr. Brant will work together on the lease agreement to iron out some minor issues.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Emergency Service Reports as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

### **Manager's Report - Pete Hiryak**

1. Schedule of Meetings:
  - a. The Manager reviewed the upcoming meetings as follows: Monday February 7<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday February 10<sup>th</sup>, 2022 P/A Meeting @ 7pm, no workshop scheduled. Waiting on a Planner to be assigned by MCPC.
2. Escrow Release Request – Zern Phase II Release #8 \$85,675.18 – Escrow Release #8 for Zern Tract Phase II is recommended for release by Pennoni Engineering in the amount of \$85,675.18, with the balance of \$1,395,637.12 remaining in escrow.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to approve Escrow Release #8 in the amount of \$85,675.18, based on the recommendation of Pennoni Engineering, with the balance of \$1,395,637.12 remaining in escrow. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Tuition Reimbursement – Officer Castellucci (Budgeted in 2022) – Officers can receive a college incentive allowance for tuition & book reimbursement for study in a course which is job related, approved by the Township prior to enrollment, and maintains a “C” or above average in each course. Reimbursement is requested in the amount of \$2,835.99 on behalf of Officer Castellucci.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the tuition & book reimbursement for Officer Castellucci's college courses as budgeted in 2022 in the amount of \$2,835.99. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

### **Old Business/New Business**

Mr. Brumwell asked why is there tree logging being done on Congo Road, Mr. Hiryak stated that there was a lot of Ash trees that were damaged at Smith Road Park. PMRPC & PH&W received a private donation and provided us with a donation of \$10,000 to cut down approximately 98 Ash trees before more damage was done to the property & pavilion by falling trees. Mr. Brumwell asked if the wood had any commercial value, Mr. Hiryak said any money made would come back to the Township. Cleanup is still ongoing firewood may be available at a later time. Mr. Stouch stated that we could possibly plant new trees. Mr. Brumwell asked to see the Congo Road plans on where the water is going to go, there was a study done showing where water comes from and where it will go. Mr. Hiryak asked if it was called Post Construction Management Report and Townshipwide Water Survey Report. Mr. Brumwell stated that he did not remember the name of it but remembers seeing it. Mr. Hiryak will try to gather the information for Mr. Brumwell. Mr. Link asked how the new ordinance for snow removal went

during the last storm, Mr. Heydt stated that he handed copies out in areas that there are issues involving parked cars and handouts will go to the HOA's of the various developments. The ordinance is on the Township's Website. No other old business/new business was given.

**Public Comment**

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:43pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, February 7<sup>th</sup>, 2022 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler

# GILBERTSVILLE AREA COMMUNITY AMBULANCE SERVICE



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[www.medic332.com](http://www.medic332.com)

Emergency: Dial 911

Visit our new website address at [www.medic332.org](http://www.medic332.org)

## Gilbertsville Ambulance Chief of Operations Report

January 2022

Call Volume for December 2021

150 Total for month

93 Patients Transported

11 Public Assist

1 Unit Assist

14 Cancelled

1 Dead on Scene

1551 Total Year to Date

11 Patient Evaluated/No treatment or transport

3 Patient Refusal

11 Patient treated and released

         Patient treated transported by another EMS Agency

5 Standby

150 Total calls for service for the month

### Calls for service by Municipality

53 Douglass Township

36 New Hanover Twp

13 Upper Pottsgrove Twp

         East Greenville Boro

         Limerick Twp

         Lower Frederick Twp

3 Lower Pottsgrove Twp

1 Pennsburg Boro

16 Pottstown Boro

         Red Hill Boro

2 Upper Frederick Twp

1 Upper Hanover Twp

         West Pottsgrove Twp

         Amity Township

         Bally Borough

3 Bechtelsville Boro

16 Boyertown Boro

5 Colebrookdale Twp

         Douglass Berks

         Earl Township

         Hereford Twp

1 Oley Twp

         Washington Twp

         Other

150 Total Calls by Municipality

125 Total Montgomery County

25 Total Berks County

Admission Summary

51 Pottstown Hospital  
1 Grand View Health  
15 Lehigh Valley Hospital  
1 Penn State Health-St. Joseph's  
10 Phoenixville Hospital  
7 Reading Hospital  
8 St. Luke's Upper Bucks  
     Other  
93 TOTAL ADMISSIONS

Call Volume by Unit

12 332-1  
24 332-2  
112 332-3  
2 Chief  
     Other  
150 Total Volume

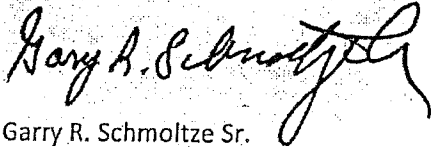
Response Locations

108 Home/ Residence  
5 Assisted Living  
4 Nursing Home  
8 Place of Business  
1 Police/Jail  
3 School  
10 Street or Highway  
7 Urgent Care  
1 Industrial Place  
3 Other  
150 Total Response Locations

EMS calls By Shift

93 0600-1800  
57 1800-0600  
150 TOTAL

Respectfully Submitted,



Garry R. Schmoltze Sr.  
Chief of Operations



Gilbertsville Fire and Rescue Company

Monthly Fire Report

December 2021

**Incidents by type:**

111 - Building fire: 2

118 - Trash / Rubbish Fire: 1

162 - Electrical Fire Outside: 2

311 - Medical Assist: 4

322 - Motor vehicle accident with injuries: 6

324 - Motor vehicle accident no injuries: 1

411 - Vehicle leaking gas: 1

444 - Power Line Down: 1

463 - Vehicle Accident Standby: 1

551 - Assist police or other governmental agency: 6 (Fire Police Call)

745 - Fire alarm: 3

Total Incidents for December 2021: 28

Fire Company in Service Time: 74 hours, 30 minutes

Call total for 2021: 270

Fire Company in Service Time Year to Date: 772 Hours, 48 Minutes

**Response per Municipality:**

Douglass Township Montgomery: 17

Upper Pottsgrove: 5

Colebrookdale Township (Berks County): 2

Pottstown Borough: 2

Bechtelsville Borough (Berks): 1

Boyertown Borough (Berks County): 1



**Events:**

Santa run was held on Sunday December 19, 2021. 1,296 candy canes and 226 milk bones were distributed during the event.

**Training:**

Engineers night/ Equipment Checks

Ladder Training

Radio Communication

Respectfully Submitted,

Andrew A. Duncan  
Chief of Fire Operations  
Gilbertsville Fire and Rescue