

# Douglas Township, Montgomery County

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## AGENDA – March 21<sup>st</sup>, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of March 7<sup>th</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for March 21<sup>st</sup>, 2022– additions, corrections, motion for approval.
  - c. ESB March 14<sup>th</sup>, 2022 Minutes – Motion for Approval
5. Treasurer's Report – Cynthia O'Donnell
  - a. Copies of report in Township Lobby
  - b. Authorization to pay the bills (BOS Approval Required)
  - c. Administration Personnel Staffing, Finance/Treasurer BOS action will be required.
6. Police Department Report – Chief Templin
7. Solicitor Report – Robert Brant, Esq.
8. Public Works Department Report – Michael Heydt
9. Emergency Services Reports
  1. GF&R and GACAS – Copies of reports in lobby
  2. Emergency Service Building Update
  3. Lease Agreement between GF&R and Police Department Pending
10. Manager's Report – Peter Hiryak
  1. Schedule of Meetings
    - a. Monday April 4<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday April 14<sup>th</sup>, 2022 P/A Meeting @ 7pm, Lighting Ordinance Workshop @ 6pm.
  2. GF&R Escrow Release Request (\$49,397.60)
  3. ARP – Designating Roles for Township Officials for Treasury Reporting
11. Old Business/New Business
  1. David Bressler – Cobblestone Drive intersection problems.
12. Public Comment
13. Adjournment

**NEXT MEETING 7PM MONDAY APRIL 4<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, Khal Hassan of Pennoni & Associates, Pete Hiryak, Andrew Duncan, Mike Heydt, McKenna Powanda, Cynthia O'Donnell, Chief Templin, and approximately 9 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 on Wednesday March 16<sup>th</sup>, 2022 from 3pm to 6pm involving personnel matters and this evening from approximately 5:45pm - 6:15pm involving personnel matters. No votes or decisions were taken. Mr. Stouch also announced that the Township doors were locked until 6:50pm for safety & security reasons and versed the public on where the meeting room & building exits were located. We will conduct the necessary business for the Township according the Roberts Rules of Order, we encourage public comment however the Board may exercise comment time limits. Disturbing a public meeting with non-Township related business will not be tolerated and will be handled swiftly, possible charges could be pending upon the type of disruption.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the March 7<sup>th</sup>, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to approve the minutes of the March 7<sup>th</sup>, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the March 21<sup>st</sup>, 2022 Board of Supervisors Agenda. Mr. Stouch moved item 10. #4 under the Manager's report to 5. c under the Treasurer's Report. No other changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the March 21<sup>st</sup>, 2022 Board of Supervisors Agenda with the change of moving item 10. # 4 under the Manager's Report to line 5. c under the Treasurer's Report. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**ESB March 14<sup>th</sup>, 2022 Minutes** – (Motion for Approval)

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the March 14<sup>th</sup>, 2022 ESB Meeting. 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 \$223,544.86, authorization is needed for payment. Unusual bills were: Cargill for salt, Global Industrial for police office furniture, Livin' Green for straw & seed to restore Smith Road Park area, Stoney Creek for rental of equipment to clear tree debris at Smith Road Park area, Morbark for corrected invoice involving 902 Grant, North American Benefits for bill missed in January, Comcast for new service at new police department building, and Thompson Fabricating for a hook lift involving 902 Grant. Copies of the report are in the lobby.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of March 21<sup>st</sup>, 2022 in the amount of \$223,544.86. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Administration Personnel Staffing, Finance/Treasurer (BOS Action Required) – Mr. Stouch announced that there is a need for additions to administration personnel, we have recently hired a fulltime person for Codes. Ms. O'Donnell has been working for the Township as a subcontracted Treasurer 18-20 hours per week since 2005. The Board feels that the better option is to make this a fulltime 40 hour per week position.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to hire Cynthia O'Donnell as the fulltime Finance Director/Treasurer with a starting date of July 5<sup>th</sup>, 2022 pending stipulations set forth by the Manager. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Police Department Report – Chief Templin**

February 2022 Police Statistics: 290 calls for service, 10 reportable accidents, 7 non-reportable accidents, 10 criminal investigations, 8 criminal arrests, 14 paper citations, 42 E-citations, and 3 non-traffic citations. On February 22<sup>nd</sup>, 2022 Mr. Masciantonio of the PA Commission on Crime and Delinquency monitored our police department to see if our department is following the rules and regulations when it comes to the handling of juvenile offenders. No violations or problems requiring formal resolutions were identified and our police department was found to be in full compliance with Federal requirements. Officer Perretta was accepted into the North American Standard Level 1 Inspector Certification Class (MCSAP) scheduled for June 6 - 24<sup>th</sup>, 2022 by the PA State Police – Commercial Vehicle Safety Division. They select very few candidates every year and have strict guidelines for being accepted into the program. When completed Officer Perretta will have the certification to inspect commercial vehicles for safety deficiencies. On Saturday April 30<sup>th</sup>, 2022 from 10am to 2pm our police department will be participating in the National Prescription Drug Take Back Day for collection disposing of unwanted, unused, or expired medications for proper destruction. No sharps or liquids please. Mr. Updegrave asked if the department needs DOT inspection equipment, Chief Templin replied we would need minor equipment for the inspections. We already have the scales that we purchased jointly with New Hanover. 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.**

Mr. Brant stated that he has submitted a written report to the Board of Supervisors.

**Public Works Department Report - Michael Heydt**

Mr. Heydt stated that the roadcrew repaired potholes & signs, cleaned debris from storm damage, and helped spread straw at Smith Road Park. Mr. Heydt asked for the Boards approval to sell the skag mower, and the old recycling containers.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to authorize Mr. Heydt to sell the skag mower. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to authorize Mr. Heydt to sell the old recycling containers. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**GF&R and GACAS Reports** – Written reports for February 2022 were submitted to the Board of Supervisors and available in the lobby.

EMS Building Update - Mr. Duncan stated that Fire & Rescue expects to move into the new building within the next two weeks, right now we are waiting for doors to be installed and have started going over the final punch list. Mr. Stouch commented that he would like to hold the September 19<sup>th</sup>, 2022 Board of Supervisors Meeting in the bay area of the new building for a mini open house. Ms. Carpenter asked Mr. Duncan for an approximate move in date, Mr. Duncan replied April 1<sup>st</sup>. Mr. Duncan stated that the police department would be possibly in June

2022. We are waiting for the first utility bill to finalize the lease agreement with the police department. No other questions were given.

GACAS – Rochelle Gresh gave a brief overview of the February 2022 written report.

**Manager's Report - Pete Hiryak**

1. Schedule of Meetings:
  - a. The Manager reviewed the upcoming meetings as follows: Monday April 4<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday April 14<sup>th</sup>, 2022 P/A Meeting @ 7pm, Workshop @ 6pm (Lighting Ordinance), Friday April 8<sup>th</sup>, 2022 ARP Meeting @ 12noon.
2. GF&R Escrow Release #1 (\$49,397.60) – a request for a reduction of escrow funds was received on 3/15/2022 in the amount of \$49,397.60, a site inspection was completed and the release is recommended by Pennoni.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Escrow Release Request #1, as recommended by Pennoni, in the amount of \$49,397.60 for the Gilbertsville Emergency Services Building. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. ARP – Designating Roles for Township Officials for Treasury Reporting – The manager stated that people must be designated for Treasury Reporting (record keeping, account administration, point of contact) for 1.1 million in funding for the Township.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to designate Manager Hiryak, Treasurer O'Donnell, and Chairman Stouch for record keeping, account administration, and point of contact for Treasury Reporting involving 1.1 million in funding available for Douglass Township.

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. David Bressler was scheduled to address the Board on intersection problems at Cobblestone Drive however he has rescheduled for the next Township meeting. No old business/new business was given.

**Public Comment**

Ms. DiCicco commented that usually she receives her tax bill around March 1<sup>st</sup> but hasn't received any bill, Manager Hiryak announced that he was informed of a billing software issue that is being corrected and the bills should be mailed within the next two weeks and the discount period would be extended. Mr. Hunter asked if the per capita bills would be affected, the manager said he would check into it. Mr. Kolb asked if a sign could be placed near Wendy's Flowers so truckers would not use Jake Brakes as they get closer to AD Moyer Lumber, the braking rattles through the whole house. Mr. Hassan responded that a survey is needed documenting how often this happens and time/hours that it is happening, he will send an email to the manager on what is needed to act on this matter. Mr. Stouch said we were informed that an individual from outside of the Township might show up this evening to disrupt tonight's meeting with non-Township issues, we must take these threats seriously. No other public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:38pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, April 4<sup>th</sup>, 2022 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler

# GILBERTSVILLE AREA COMMUNITY AMBULANCE SERVICE



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Emergency: Dial 911

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

## Gilbertsville Ambulance Chief of Operations Report March 2022

### Call Volume for February

<u>97</u> Total for month	<u>249</u> Total Year to Date
<u>60</u> Patients Transported	<u>6</u> Patient Evaluated/No treatment or transport
<u>1</u> Public Assist	<u>5</u> Patient Refusal
<u>3</u> Unit Assist	<u>2</u> Patient treated and released
<u>16</u> Cancelled	<u>        </u> Patient treated transported by another EMS Agency
<u>2</u> Dead on Scene	<u>2</u> Standby

97 Total calls for service for the month

### Calls for service by Municipality

<u>37</u> Douglass Township	<u>        </u> Amity Township
<u>26</u> New Hanover Twp	<u>1</u> Bally Borough
<u>9</u> Upper Pottsgrove Twp	<u>1</u> Bechtelsville Boro
<u>        </u> East Greenville Boro	<u>10</u> Boyertown Boro
<u>        </u> Limerick Twp	<u>3</u> Colebrookdale Twp
<u>        </u> Lower Frederick Twp	<u>1</u> Douglass Berks
<u>1</u> Lower Pottsgrove Twp	<u>1</u> Earl Township
<u>2</u> Pennsburg Boro	<u>        </u> Hereford Twp
<u>4</u> Pottstown Boro	<u>        </u> Oley Twp
<u>        </u> Red Hill Boro	<u>        </u> Washington Twp
<u>        </u> Salford Township	<u>        </u> Other
<u>        </u> Upper Frederick Twp	
<u>        </u> Upper Hanover Twp	
<u>1</u> West Pottsgrove Twp	<u>97</u> Total Calls by Municipality
<u>80</u> Total Montgomery County	<u>17</u> Total Berks County

**Admission Summary**

50 Pottstown Hospital  
     Grand View Health  
4 Lehigh Valley Hospital  
     Penn State Health-St. Joseph's  
5 Phoenixville Hospital  
1 Reading Hospital  
     St. Luke's Upper Bucks  
     Other  
60 TOTAL ADMISSIONS

**Call Volume by Unit**

     332-1  
56 332-2  
41 332-3  
     Chief  
     Other  
97 Total Volume

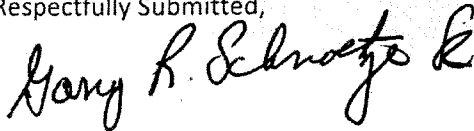
**Response Locations**

75 Home/ Residence  
4 Assisted Living  
     Nursing Home  
3 Place of Business  
     Police/Jail  
1 School  
9 Street or Highway  
     Urgent Care  
     Industrial Place  
5 Other  
97 Total Response Locations

**EMS calls By Shift**

54 0600-1800  
43 1800-0600  
97 TOTAL

Respectfully Submitted,



Garry R. Schmolze Sr.  
Chief of Operations



Gilbertsville Fire and Rescue Company

Monthly Fire Report

February 2022

**Incidents by type:**

111 - Building fire: 3

132 - Vehicle Fire: 1

142 - Brush Fire: 2

311 - Medical Assist: 4

322 - Motor vehicle accident with injuries: 3

424 - Carbon Monoxide Incident: 4

542 - Animal Rescue: 1

551 - Assist police or other governmental agency: 5 (Fire Police Call)

600 - Good Intent Call: 1

745 - Fire alarm: 4

Total Incidents for February 2022: 29

Fire Company in Service Time: 118 hours, 55 minutes

Call total for 2022: 55

Fire Company in Service Time Year to Date: 176 Hours, 11 Minutes

**Response per Municipality:**

Douglass Township Montgomery: 19

Upper Pottsgrove: 2

Colebrookdale Township (Berks County): 1

Pottstown Borough: 2

Bechtelsville Borough (Berks): 1

Boyertown Borough (Berks County): 2

New Hanover Township: 1

Earl Township: 1

**Training:**

Engineers night / Equipment Checks

Highway / Scene Safety

Mayday Training / After Action Reports

Haz Mat Operations Refresher - practical

Respectfully Submitted,



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