

# Douglass Township, Montgomery County

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PHONE 610-367-6062 • FAX 610-367-7124

AGENDA – September 19<sup>th</sup>, 2022

Meeting to be held at 1454 E. Phila Ave (Emergency Services Building) @ 7pm

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
  - a. Thursday 9/8/2022 5:30pm-6:30pm Audit Review (Copies in lobby)
4. Minutes of August 15<sup>th</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for September 19<sup>th</sup>, 2022– additions, corrections, motion for approval.
5. ZHB Applications (Hearings Thursday September 22<sup>nd</sup>, 2022 starting @ 5:30pm)
  - a. Grosser Rd – Storage shed location (side & rear yard setbacks) P/A – no recommendation/neutral
  - b. King Dr – Inground Pool (Accessory Coverage) P/A – recommended support with conditions.
6. Treasurer’s Report – Cynthia O’Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Copies of Unpaid Bills Detail Report in Township Lobby
  - c. Pension Plan MMO (Uniform & Non-Uniform)
  - d. 2023 Budget Meetings with Department Heads
7. Police Department Report – Chief Templin
  - a. Axon Body Cameras
  - b. Police Car Computers – set-up costs
  - c. Police Officer Retiree – Presentation to Andrew Mathias
8. Solicitor Report – Robert Brant, Esq.
  - a. Medical Facilities (Rt100/Grosser Rd) P/A recommended Preliminary Plan approval with waivers (Authorization to prepare Preliminary Plan Resolution)
  - b. Oak Mill – Driveway Slope Waiver (P/A Recommended Approval)
9. Emergency Services Reports
  - a. GF&R and GACAS – Copies of reports in lobby
  - b. ESB Meeting – Monday October 10<sup>th</sup> @ 6pm
10. Public Works Report – Mike Heydt

11. Recycling Department – McKenna Powanda
  - a. Electronic Recycling
  - b. Trash Totes Purchase
12. Manager's Report
  1. Schedule of Meetings
    - a. Thursday September 22<sup>nd</sup>, 2022 (2) Zoning Hearings beginning @ 5:30pm, Monday October 3<sup>rd</sup>, 2022 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm, Monday October 10<sup>th</sup>, 2022 EMS Meeting @ 6pm, Thursday October 13<sup>th</sup>, 2022 P/A Workshop @ 6pm Signage/Act 167/MS4 & P/A Meeting @ 7pm.
  2. Appointment of a Deputy Tax Collector (BOS review)
  3. Rt. 100 Corridor – Market Street Committee (Schedule Meetings)
  4. P/A – discussions on stormwater/grading plans for 107 Pinehurst Way and 815 Congo Rd.
13. Old Business/New Business
  - a. Fire Marshal – Knox Box requirements
  - b. Public Works – Employee Resignation
14. Public Comment
15. Adjournment

**NEXT MEETING MONDAY OCTOBER 3<sup>RD</sup>, 2022 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Solicitor Robert Brant, Manager Pete Hiryak, Allison Lee of Pennoni & Associates, Mike Heydt, Andrew Duncan, Cynthia O'Donnell, Chief Templin, McKenna Powanda, and approximately 27 residents/developers. A reporter was present. The meeting was held at the new Emergency Services Building at 1454 E. Philadelphia Avenue in Gilbertsville.

Mr. Stouch welcomed everyone to the Inaugural meeting of the new EMS Building and open house, copies of the Agenda and Minutes are available in the GF&R truck bay. Tours of the building and refreshments were provided prior to the meeting.

Mr. Stouch led in the Pledge of Allegiance. Mr. Stouch announced that there was an Executive Session held this evening from approximately 6:00pm - 6:50pm involving personnel matters, no decisions or votes were taken. There was an Executive Session held on Thursday September 8<sup>th</sup>, 2022 prior to the P/A Meeting from approximately 5:30pm to 6:30pm involving the Audit review. The Township was given a clean audit, copies are available in the GF&R truck bay.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of August 15<sup>th</sup>, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the August 15<sup>th</sup>, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the September 19<sup>th</sup>, 2022 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the September 19<sup>th</sup>, 2022 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye. Motion passed.

Zoning Hearing Board (ZHB) 2 Hearings Scheduled for Thursday, September 22<sup>nd</sup>, 2022:

1. 20 King Drive – Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment. P/A recommended approval with conditions.
2. 1365 Grosser Road – Dimensional variance, placement of storage shed (setbacks). P/A recommended a neutral position on this matter.

Mr. Stouch stated that Supervisor Carpenter was not present tonight and Mr. Keiser must abstain from voting therefore, the Board of Supervisors remain neutral on both ZHB applications and will rely on the decision of the Zoning Hearing Board.

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

The unpaid bills as of September 19<sup>th</sup>, 2022 is \$168,576.40, the unusual bills are for Corbett Inc in the amount of \$30,539.46 to purchase furniture for the police department, and Tiffin Metal Products in the amount of \$2,254.46 to purchase gun lockers for the police department. Copies of the report are available in the GF&R truck bay.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of September 19<sup>th</sup>, 2022 in the amount of \$168,576.40. Keiser-Aye, Stouch-Aye. Motion passed.

Pension Plan MMO (Uniform & Non-Uniform) - Ms. O'Donnell prepared the 2023 Minimum Municipal Obligation (MMO) for the Uniform and Non-Uniform Pension Plans for review by the Board. The (MMO) for the Uniform Pension Plan is \$331,912.00 and the (MMO) for the Non-Uniform Plan is \$179,679.00.

2023 Budget Meetings with the Department Heads – Ms. O’Donnell stated that we will need 6 Department Budget Meetings from Monday 9/26/2022 to Wednesday 10/19/2022 lasting approximately 2 hours each, we would ask each Supervisor to attend at least 2 each if possible times, meetings are to be advertised.

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

**Police Department Report – Written Report**

August 2022 Police Statistics: 397 calls for service, 9 reportable accidents, 10 non-reportable accidents, 6 criminal investigations, 7 paper citations, 105 e-citations, 11 non-traffic citations, and 1 parking ticket. Chief Templin submitted an Axon Body Camera quote and a quote from Omega for the installation of the Getac laptops for consideration and review by the Board.

Chief Templin stated that Andrew Mathias started with our police department February 5, 1996. Officer Mathias worked for DTPD for 25 years and held positions such as Field Training Officer, Certified Child Safety Seat Inspector, and Community Relations Officer. Officer Mathias participated in many of our traffic programs such as Aggressive Driver, Click It or ticket, and the DUI Checkpoint program. I hereby officially retire Officer Andrew Mathias in good standing by way of this retirement badge and identification card. We wish you all the success in the work in your future endeavors. Mr. Mathias thanked his family, past & present Supervisors, the Manager, and Chief Templin, GF&R, and Gilbertsville Ambulance Service for all the support over the past 25 years.

Mr. Stouch commented that the new building is very important for the Officers as well as the Fire Company as it allows them room to grow as the Township continues to grow with the community.

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

Medical Facilities (Rt100/Grosser Rd) P/A recommended Preliminary Plan approval with waivers (Authorization to prepare Preliminary Plan Resolution) – Mr. Brant asked for authorization to prepare the Preliminary Plan Resolution for the Gilbertsville Medical Facility.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to authorize Mr. Brant office to prepare a Preliminary Plan Resolution for the Gilbertsville Medical Facility for the October 17<sup>th</sup>, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye. Motion passed.

Oak Mill Development – Driveway Slope Waiver (P/A Recommended Approval) – Mr. Brant stated that a driveway stopping waiver was requested to be greater than 5% but no greater than 8% in order to elevate the houses to properly grade the backyards.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve a waiver allowing the Oak Mill Development to increase the driveway stopping area to be greater than 5% but no greater than 8% for grading of the backyards. Keiser-Aye, Stouch-Aye. Motion passed.

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

**GF&R and GACAS Reports**

Written reports were available in the truck bay. The ESB Meeting will be Monday, October 10<sup>th</sup> @ 6pm, discussions will involve the email from the County Planning Commission and PMRPC discussion on a Regional Ambulance Service. Mr. Stouch stated that the County authorized a \$300,000 study funding. Mr. Stouch stated that he will be attending the PMRPC Meeting on September 28<sup>th</sup>. Chief Duncan commented that August was a

very busy month for GF&R. He also thanked everyone for coming out this evening and thanked Tompkins Vist Bank for supplying the refreshments.

**Public Works – Mike Heydt**

Mr. Heydt reported that paving has been completed on Roberts Road and Fox Tail Court, preparation work is continuing on Brookside Drive for paving within the next week. Roadside mowing will begin after the paving work has been completed. Mr. Heydt announced that since the highway department received a new truck he will be asking for authorization next month to sell the older truck. Mr. Heydt announced that one of the highway employees has resigned and accepted a position with another Township so we will be down an employee starting October 2022.

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

**Recycling Department**

Discussions on Electronics Recycling and Trash Totes Purchase will be during budget sessions.

**Manager's Report – Pete Hiryak**

1. Schedule of Meetings:
  - a. Upcoming meetings as follows: Thursday September 22<sup>nd</sup>, 2022 ZHB (2) hearings beginning at 5:30pm, Monday October 3<sup>rd</sup>, BOS Agenda Mtg @ 6pm, BOS Mtg @ 7pm, Monday October 10<sup>th</sup>, 2022 ESB Meeting @ 6pm, Thursday October 13<sup>th</sup>, 2022 P/A Workshop @ 6pm Signage/Act 167/MS4, P/A Meeting @ 7pm.
2. Appointment of a Deputy Tax Collector (BOS review & approval required) – Review ongoing, tabled until next month.
3. Rt.100 Corridor – Market Street Committee (Schedule Meetings) – Tabled
4. P/A – discussions on stormwater/grading plans for 107 Pinehurst Way and 815 Congo Road – Mr. Hiryak stated that we are working our way through these discussions and reviews.

Mr. Hiryak thanked Tompkins Vist for the refreshments provided this evening and thanked the financial team of Lisa Lightcap, Bob Messino, Vaugh Zimmerman, Brenda Bobbin, and Jennifer Woodland for attending the open house.

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

**Old Business/New Business**

Fire Marshal – Knox Box requirements – Fire Marshal Smith stated that currently commercial buildings or residential buildings with fire alarms need to have a knox box installed, however there is resistance to this by the residents in the Smith Road development. Fire Marshal Smith recommends that the developers install a knox box when building new homes so that the fire company has access to the home, if a fire happens, this will save a lot of door damage if access is needed. Mr. Brant commented that we could include it in the Preliminary Plan Resolution, we will review with Township staff. Mr. Hiryak announced that Douglass Township received an award from the Perkiomen Watershed Conservancy regarding the wetland work completed in Douglass Park, there is a YouTube link about the project, McKenna did a very good job in the video and we will forward the link. No other old business or new business was given.

**Public Comment**

Nina Orner said she was very thankful for all the staff at Douglass Township.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:33pm. Keiser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, October 3<sup>rd</sup>, 2022 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

August 2022

Incidents by type:

- 111 - Building fire: 5
- 140 - Natural Vegetation Fire: 4
- 311 - Medical Assist: 2
- 322 - Motor vehicle accident with injuries: 8
- 352 - Motor vehicle accident w/ rescue: 1
- 412 - Gas leak: 2
- 424 - Carbon monoxide incident: 2
- 551 - Assist police or other governmental agency: 6 (Fire Police Call)
- 571 - Standby / relocate: 1
- 745 - Fire alarm: 2

Total Incidents for August 2022: 35

Fire Company in Service Time: 152 Hours, 35 Minutes

Call total for 2022: 202

Fire Company in Service Time Year to Date: 688 hours, 50 minutes

Response per Municipality:

- Douglass Township Montgomery: 20
- Upper Pottsgrove: 5
- Bechtelsville Borough (Berks County): 1
- Boyertown Borough (Berks County): 3
- Colebrookdale Township (Berks County): 3
- New Hanover Township: 1
- Norristown Borough: 2

**Training:**

Engineers night / Equipment Checks  
Pump Training  
Highway/scene safety  
Managing everyday incidents

**Events:**

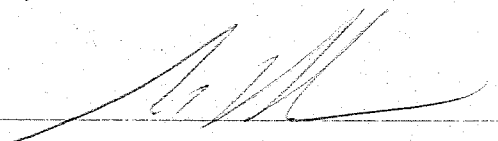
Gilbertsville Fire and Rescue / Douglass Township Police Department will be hosting the Douglass Township Board of Supervisors Meeting on Monday September 19, 2022 at 7:00PM

**Notes:**

**Fund Drive: YTD**

3622 letters mailed out  
447 letters returned  
\$33,683.00 raised  
12.4% return rate

Respectfully Submitted,



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