



# Douglas Township, Montgomery County

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## AGENDA – October 17<sup>th</sup>, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of October 3<sup>rd</sup>, 2022 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for October 17<sup>th</sup>, 2022 – additions, corrections, motion for approval.
5. ZHB Applications (Hearings Thursday November 17<sup>th</sup>, 2022 starting @ 5:30pm)
  - a. 45 Brian Rd – zoning relief from Accessory Coverage – In-ground Pool
  - b. 1627 Swamp Pike – zoning relief for lot width & reducing an existing non-conforming lot.
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. Tax Collection Resolution – Act 57 (Waiver of late fee penalties to first year of occupancy taxes who failed to receive a bill – Review Only).
7. Police Department Report – Chief Templin
  - a. Tuition Reimbursement - Officer Ziegler
  - b. Axon Body Cameras Purchase
8. Solicitor Report – Wendy McKenna, Esq.
  - a. Embree Medical – Preliminary Plan Resolution & Financing Resolution (BOS Approval Required)
  - b. Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS Review Only)
9. Emergency Services Reports
  - a. GF&R and GACAS – Copies of reports in lobby
  - b. ESB Meeting – Monday October 10<sup>th</sup>, 2022 Meeting Minutes
  - c. Emergency Operation's Plan Resolution Adoption (BOS Approval Required)
  - d. GACAS – (2) open Board Member seats (BOS to appoint representatives)
  - e. Emergency Medical Service Appropriation Tax – ESB discussion to provide financial support for services. (BOS Review Only)
10. Public Works Report – Mike Heydt

11. Manager's Report

1. Schedule of Meetings
  - a. Tuesday November 7<sup>th</sup>, 2022 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm.  
Thursday November 10<sup>th</sup>, 2022 P/A Workshop @ 6:30pm 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. PARRC – Request by Washington Township, Berks County to join committee – (BOS Approval Required)
5. 2023 Budget Meeting Schedule – Monday October 24<sup>th</sup>, 2022 Starting @ 5:00pm (Full Budget Review) & Monday November 7<sup>th</sup>, 2022 @ 7:00pm (Review & Tentative Budget Adoption)
6. 904 Municipal Recycling Performance Grant Award (\$28,519.49)
7. Zern Tract Phase I, Escrow Release #18 (Pending)
8. Seasonal Leaf Pickup – October 31<sup>st</sup>, 2022 Through December 9<sup>th</sup>, 2022 (Hire 2 part-time employees at \$17.00 per hour)
9. Lighting Ordinance and Act 167 MS-4 Stormwater Ordinance – P/A recommended approval, will schedule BOS review.

12. Old Business/New Business

13. Public Comment

14. Adjournment

**NEXT MEETING MONDAY NOVEMBER 7<sup>TH</sup>, 2022 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:26P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Supervisor Sara Carpenter, Solicitor Wendy McKenna, Manager Pete Hiryak, Allison Lee of Pennoni & Associates, Mike Heydt, Andrew Duncan, Cynthia O'Donnell, Chief Templin, and approximately 10 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session held this evening from approximately 5:00pm – 6:00pm involving personnel matters and an Executive Session from 7:00pm – 7:21pm also involving personnel, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of October 3<sup>rd</sup>, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the October 3<sup>rd</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 October 17<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 October 17<sup>th</sup>, 2022 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing Board Application (ZHB)1 Hearing Scheduled for Thursday, November 17<sup>th</sup>, 2022:

1. 45 Brian Rd - Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment.
2. 1627 Swamp Pike (application paperwork not received) – Zoning relief for lot width & reducing an existing non-conforming lot.

Mr. Hiryak announced that at some point Giant Market would be applying for a variance for additional signage on their building.

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

The unpaid bills as of October 17<sup>th</sup>, 2022 is \$769,433.35, the unusual bills are for All Traffic Solutions for \$11,983.00 paid out of ARPA Fund (Police), Asphalt Care Equipment \$2,707.45 from highway construction, Bechtelsville Asphalt \$109,593.82 from highway construction, Cellebrite \$9033.00 from ARPA Fund (Police), Coro Medical \$367.00 from ARPA Fund (Police), Douglass Township Firefighters Relief FD for \$75,517.37 (annual pass through), Intoximeters \$11,376.50 from ARPA Fund (Police), PMRS Police MMO Contribution \$291,986.00, PMRS Non-Uniform Contribution \$135,632.00, Reid Paving \$16,907.00 from highway construction, Robert E. Little \$1,735.91 from ARPA Fund (Parks), Sacks & Sons \$4,346.25 from highway construction, TRM Communications \$9,355.47 from ARPA Fund (Police), and YCG \$4,396.68 from ARPA Fund (Police). Copies of the report are available in the lobby.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of October 17<sup>th</sup>, 2022 in the amount of \$769,433.35. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Tax Collection Resolution – Act 57 (Waiver of late fee penalties to first year of occupancy taxes who failed to receive a bill – Review Only) – Ms. McKenna's office will review resolution. Ms. O'Donnell stated that adoption of the resolution must be by January 2023.

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

**Police Department Report – Chief Barry Templin**

September 2022 Police Statistics: 341 calls for service, 7 reportable accidents, 5 non-reportable accidents, 7 criminal investigations, 2 criminal arrests, 8 paper citations, 155 e-citations, 4 non-traffic citations, and 1 parking ticket. Chief Templin thanked Jamal Lewis, Beth Ann Calamia, and Melony Carns of Anytime Fitness in Gilbertsville for their generous donation of \$500.00 to our police department as part of the 911 Hero Program. Our police department spoke to the children of Shepherd of the Hills Church on October 5<sup>th</sup>, 2022 and the Magnolia Children's Academy on October 12, 2022 about the police profession and had one of our patrol units on display. The Office of Justice Programs of the PA Commission on Crime and Delinquency announced the availability of funding under the Local Law Enforcement Support Grant Program as part of Act 54 of 2022. A total of approximately \$135 million in federal ARPA Funding was announced to support the initiative. Per the requirements of Act 54, PCCD is required to prioritize funding to areas with high rates of violent crime or low clearance rates. These grants are competitively reviewed and scored. I have submitted a grant application on behalf of Douglass Township to PCCD on October 7, 2022 to fund the hiring of an officer for a two (2) year period. Application deadline is October 13, 2022 and successful applications will be presented for consideration at the December 14, 2022 Commission meeting. We will be participating in this year's Trunk or Treat Event at Trinity Church, 250 Swinehart Rd, Boyertown PA scheduled for October 29, 2022 from 2pm – 4pm. Drug Take Back Program is scheduled for October 29, 2022 10am – 2pm at our new police station located at 1456 E Philadelphia Ave, Gilbertsville for collection and proper disposal of unwanted, unused, or expired medications. No sharps or liquids please. Also, they visited Gilbertsville Elementary School for a Fire Prevention Program. Fire Chief Duncan said it was great to get back into the schools for these programs.

Tuition Reimbursement (Officer Ziegler) – Officer Ziegler has submitted tuition reimbursement paperwork for completed courses on Criminal Justice and Forensic Psych in the amount of \$2,107.77, reimbursement is per police contract upon successfully completing course work.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve tuition reimbursement to Officer Ziegler for the successful completion of courses in Criminal Justice and Forensic Psych, as per the police contract, in the amount of \$2,107.77. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Axon Cameras Purchase – Chief Templin wished to purchase 6 Body Cameras through a (5) year program at \$7,155.80 per year which includes replacement of new and the latest body cameras at year 2 ½ and year 5 plus storage (no server) program, and warranty using ARPA Funds.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the purchase of (6) Axon Body Cameras for the Police Department through a (5) year program at \$7,155.80 per year which includes replacement of new and latest body cameras at year 2 ½ and year 5, plus storage (no server) program, and warranty based on the financial recommendations by Treasurer O'Donnell. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

**Solicitor Report – Wendy McKenna, Esq.**

Embree Medical Facilities (Rt100/Grosser Rd) P/A recommended Preliminary Plan approval with waivers – Preliminary Plan Resolution #10172022-01 has been prepared for the Gilbertsville Medical Facility.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt the Preliminary Plan Resolution #10172022-01 for the Gilbertsville Medical Facility. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Financing Resolution #10172022-03 has been prepared for the Gilbertsville Medical Facility pending approval.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt Financing Resolution #10172022-03 for the Gilbertsville Medical Facility. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS Review Only) – Manager Hiryak stated that this is a work in progress with input from the Emergency Service Board. No questions were given on the Solicitor's Report.

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

### **GF&R and GACAS Reports**

Written reports are available in lobby. The ESB Meeting Minutes for Monday October 10<sup>th</sup>, 2022 are available in the lobby.

Emergency Operation's Plan Resolution #10172022-02 Adoption – Resolution mandates that municipalities prepare, maintain, and keep current an emergency operation plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality. Renewal is every two years.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt the Emergency Operation's Plan Resolution #10172022-02. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

GACAS – (2) Board Member seats open (BOS to appoint representatives) Mr. Keiser nominated Don Bergstresser, and Kim Stouch to the positions on the GACAS Board, no other nominations were given.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to appoint Don Bergstresser to the GACAS Board. Keiser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to appoint Kim Stouch to the GACAS Board. Keiser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

Emergency Medical Service Appropriation Tax – ESB discussion to provide financial support for services (BOS Review Only) – Mr. Stouch stated that there is concerns of funding the ambulance service, he and Mr. Duncan have approached the PMRPC about this concerns in a proactive manner. Mr. Duncan announced that ambulance service funding is not just a Douglass Township problem it is a national problem and the state has failed to sustain these services and pushed the burden back on the local municipalities for funding. Since COVID, calls for service have increased and overburdened personnel, we now have an obligation to fund EMS services. Funding is needed or the services will be unsustainable. Other Townships are not helping to fund the services that they are using, New Hanover is not contributing anything in 2022 to the Gilbertsville Ambulance Service. Limerick is looking at paying \$365,000 to attain services for their municipality. We must figure out how to keep Gilbertsville Ambulance Service operational. Mr. Stouch added that the new members of the Gilbertsville Ambulance Service Board would like to attend a Supervisors meeting and introduce themselves and update everyone on their status and operational needs.

### **Public Works – Mike Heydt**

Mr. Heydt reported that the roadcrew performed roadside mowing, weed whacking, sealed paving, cleaned debris from ditches. Next week they will begin crack sealing.

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

**Manager's Report – Pete Hiryak**

1. Schedule of Meetings:
  - a. Upcoming meetings as follows: Monday November 7<sup>th</sup>, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday November 10<sup>th</sup>, 2022 P/A Workshop @ 6:30pm Signage/Act 167/MS4 & P/A Meeting @ 7pm.
2. Appointment of a Deputy Tax Collector (BOS review) – Review ongoing.
3. Rt.100 Corridor – Market Street Committee (Schedule Meetings) – TBD after Budget process.
4. PARRC – Request by Washington Township, Berks County to join committee (BOS Approval Required) The manager stated that the cost increases when a new municipality joins, so it would be an additional \$333 per municipality.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to support the addition of Washington Township, Berks County into the PARRC Membership. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

5. 2023 Budget Meeting Schedule – Monday October 24<sup>th</sup>, 2022 Starting @ 5:00pm (Full Budget Review) & Monday November 7<sup>th</sup>, 2022 @ 7:00pm (Review & Tentative Budget Adoption) at BOS Meeting.
6. 904 Municipal Recycling Performance Grant Award (\$28,519.49) – Douglass Township was awarded a 904 Performance Grant in the amount of \$28,519.49, this is based on the Township's recycling tonnage and will be deposited in the General Fund.
7. Zern Tract Phase I, Escrow Release #18 (Pending)
8. Seasonal Leaf Pickup – October 31<sup>st</sup>, 2022 through December 9<sup>th</sup>, 2022 (Hire 2 part-time employees at \$17.00 per hour) Authorization to Advertise.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the advertisement for two part-time employees for seasonal leaf collection from October 31<sup>st</sup>, 2022 through December 9<sup>th</sup>, 2022 at \$17.00 per hour. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

9. Lighting Ordinance and Act 167 MS-4 Stormwater Ordinance – P/A recommended approval, will schedule BOS review.

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**

No old business or new business was given.

**Public Comment**

A Schlegel Road resident had concerns with the Gilbertsville Farm and if they submitted a land development plan, the manager stated that they submitted a land development plan for internal review. The resident stated that they acquired a variance with limitations however they have pushed the use further than what they led everyone to believe. The resident had many concerns of the whole operation including hayrides using Schlegel Road and using the barn as a wedding venue, Mr. Hiryak said that they have gone out to this property several times after complaints and have found no evidence of any of these issues and the owners have been cooperative. Mr. Stouch asked the resident to submit a documented complaint form. The resident will also reach out to Montgomery County Ag Secure to voice his concerns. Mr. Updegrave stated that they can't use Schlegel Road, Mr. Duncan said the general public is to use the County Line Road access, the owner and emergency access is Schlegel Road. Mr. Stouch asked the public to keep all Dallas Cowboy and Atlanta Braves fans in their thoughts and prayers since they have been completely decimated by Philadelphia teams.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 8:34pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Respectfully submitted by,  
Marcy Meitzler



## Gilbertsville Fire and Rescue Company

### Monthly Fire Report

September 2022

#### Incidents by type:

- 140 - Brush / Trash Fire: 1
- 311 – Medical Assist: 1
- 322 - Motor vehicle accident with injuries: 5
- 324 - Motor vehicle accident no injuries: 1
- 350 - Rescue Other: 1
- 412 - Gas Leak: 1
- 745 – Fire alarm: 9
- 911 – Citizen Complaint: 1

Total Incidents for September 2022: 20

Fire Company in Service Time: 33 Hours, 7 Minutes

Call total for 2022: 223

Fire Company in Service Time Year to Date: 721 hours, 58 minutes

#### Response per Municipality:

- Douglass Township Montgomery: 16
- Upper Pottsgrove: 3
- Norristown Borough: 1

#### Training:

- Engineers night / Equipment Checks
- CPR / First Aide / AED Recertification
- Team Building
- Communications and pre-planning

Events:

- AR Workshop Fundraising Event - 10/1/2022
- Fire Prevention Extravaganza - 10/13/2022 6:30PM - 8:30PM at Station 67
- Trunk or Treat Event - 10/29/2022 12:00PM - 3:00PM

Notes:

Special thank you to Tompkins Community Bank for providing refreshments for the Board of Supervisors meeting held at Station 67 on September 19, 2022.

Respectfully Submitted,



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