



Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297
PHONE 610-367-6062 • FAX 610-367-7124
www.douglasstownship.org

AGENDA – January 17th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of January 3rd, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for January 17th, 2023 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee, MS-4 Stormwater Ordinance Update (P/A recommended approval, BOS authorization to advertise required).
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
7. Police Department – Chief Templin Annual Report
 - a. General Order – Body Worn Cameras (Review Only)
 - b. General Order - Knox Box Access (Review Only)
8. Solicitor Report – Wendy McKenna, Esq.
 - a. Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS and ESB Reviews Continuing)
9. Emergency Services Reports
 - a. GF&R Annual Report
 - b. ESB Meeting – February 13th, 2023
10. Public Works – New Employee (Budgeted in 2023 at \$22/hr.) to start 1/30/2023
11. Manager's Report
 1. Schedule of Meetings
 - a. Monday February 6th, 2023 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm.
Thursday February 9th, 2023 P/A Meeting @ 7pm – No W/S Scheduled
 2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023)
 3. Building Inspection/Zoning Department- 3RD Party Commercial Electrical Service Inspection Agreement (Legal and Staff Review Continuing)
 4. Lighting Ordinance & Sign Ordinance – P/A recommended approval to BOS for review. (BOS review in February)

5. Oak Mill, 400 Gilbertsville Rd – Escrow Reduction #2 (\$121,560.06)
6. Assistant Manager Position (for consideration by the BOS)

12. Old Business/New Business

13. Public Comment

14. Adjournment

NEXT MEETING MONDAY FEBRUARY 6TH, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:12P.M. Attending were Chairman Joshua Stouch, Supervisor Alan Keiser, Solicitor Wendy McKenna, Manager Pete Hiryak, Allison Lee of Pennoni & Associates, Andrew Duncan, Chief Templin, McKenna Powanda, Mike Heydt, Cindy O'Donnell, and approximately 11 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 6:30pm – 7:10pm involving personnel matters and litigation, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of January 3rd, 2023 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the January 3rd, 2023 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 17th, 2023 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the January 17th, 2023 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye. Motion passed.

Engineering Report – Allison Lee, MS-4 Stormwater Ordinance Update (P/A recommended approval, BOS authorization to advertise required). Ms. Lee gave a brief summary stating that the Township has a very robust Stormwater Management Ordinance that was adopted under the PA Stormwater Management Act of 1978 (a.k.a. Act 167). Act 167 requires that each county prepare a watershed stormwater management plan for each watershed located in the county as designated by DEP, in consultation with the municipalities located within each watershed, and must periodically review and revise such plans at least every five years. Douglass Township adopted the Act 167 plan on July 16, 2007 by Ordinance No. 2007-03, which became the MS4 Stormwater management Ordinance by Ordinance No. 2015-01. Then in 2022, the PA DEP updated their Stormwater Model Ordinance for Municipalities to adopt updates to their current stormwater ordinance as part of the MS4 Program protocol and permitting requirements. We had reviewed and compared the Douglass Township's current stormwater management ordinances and have made updates as follows: Primarily text changes – We added missing terminologies to the definitions section. Added specific sections for inspections, waivers, riparian buffers, calculation formulas, etc. to be consistent with the language of the model ordinance. Added Green Stormwater Infrastructure (GSI) section to allow for these stormwater control measures within the Township. Expanded the updated ordinance to include areas that are located outside of the Swamp Creek watershed and within the Township boundaries. Combined the MS4 ordinance with the Act 167 Swamp Creek ordinance so that there is only 1 stormwater management ordinance. There were no changes to the delineation of sub-watershed boundaries or limits to impervious coverage. The Township already has a stringent post construction design storm requirement to meet half of the pre-disturbance design year storms (i.e., 100-year post construction storm event to meet the 50-year pre-disturbance storm event). Once the updated Ordinance is adopted by the Township, a copy will be forwarded to PA DEP to comply with the Township's MS4 permitting requirements. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for Authorization to Advertise the MS4 Stormwater Ordinance Update. Keiser-Aye, Stouch-Aye. Motion passed.

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

The unpaid bills as of January 17th, 2023 is \$157,595.63, the unusual bills are tuition reimbursement for both Officer Ziegler & Officer Castellucci, Cargill Inc for road salt out of State Aid Fund, General Code for codification of our zoning codes, H.A. Thomson Co for the Treasurers Bond, Montgomery Co Swat Team-West

membership fees, Omega Systems for installation of police car laptops out of the ARPA Fund, Online Solutions LLC for Zoning and Building permit software out of the ARPA Fund, PA Chiefs of Police Association membership fees, Perkiomen Watershed Conservancy membership fees, PMRPC membership fees, PowerDMS Inc for police department software, Split Rail Fence Store for improvements to D.T. parks from a grant, and Stratix Systems for new admin copier out of ARPA Fund. No questions were asked on the bills. Copies of Unpaid Bills Detail Report are in the Township Lobby.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of January 17th, 2023 in the amount of \$157,595.63. Keiser-Aye, Stouch-Aye. Motion passed.

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

Police Department Report – Chief Barry Templin

December 2022 Police Statistics: 349 calls for service, 6 reportable accidents, 9 non-reportable accidents, 13 criminal investigations, 5 criminal arrests, 0 paper citations, 28 e-citations, 4 non-traffic citations, and 3 parking tickets. Chief Templin gave a review of the Year End Report 2022 Highlights. General Order 111.1 Body Worn Camera (BWC) & General Order 126.1 Fire Department Access Box (Knox Box) are being reviewed by the Board of Supervisors. Chief Templin announced that on January 11th & 12th, 2023 the new Getac laptops were installed in the patrol vehicles. The installation fees were paid out of the ARPA Fund. Mr. Stouch congratulated Chief Templin for attaining Premiere Accreditation Status, this is the 20th year that the police department has been accredited.

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

Solicitor Report – Wendy McKenna, Esq.

Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS and ESB Reviews Continuing). Ms. McKenna stated that she has submitted a written report to the Supervisors.

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 Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the 2022 Year End Report for Gilbertsville Fire & Rescue, copies are also available in lobby. Mr. Stouch asked about considering paying firefighters, Mr. Duncan stated that we have a 40-person roster so we have adequate staffing with an all-volunteer staff. The 2023 leadership will remain the same, he also stated that they applied for a FEMA Grant for retention & recruitment of firefighters. The next ESB Meeting is Monday February 13th, 2023 for reorganization, and to wrap up the Knox Box Ordinance. Ms. Groff from the Bally Ambulance was present and Mr. Stouch asked her to contact Mr. Hiryak prior to our meetings to be placed on the agenda. He also asked if she would attend the ESB Meeting on February 13th, 2023, she replied yes. Ms. DiCicco asked if the GACAS Membership notices would be coming soon, Mr. Doucette of GACAS said there was a problem with the printer and they would be mailed out soon. No other questions were given.

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

Public Works – New Employee (Budgeted in 2023 at \$22/hr.) to start 1/30/2023. Mr. Hiryak stated that Mr. Heydt is short staffed in the road crew department after losing an employee last October. He is looking to hire

one road crew worker with a CDL at \$22.00/hour which has been budgeted in 2023. After review of applicants, Mr. Heydt would like to hire Troy Yingling who is a resident and firefighter with a CDL license.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve hiring Troy Yingling as a road crew worker with a CDL license budgeted in 2023 at \$22.00/hour with a starting date of January 30th, 2023. Keiser-Aye, Stouch-Aye. Motion passed.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:
 - a. Monday February 6th, 2023 BOS Agenda Meeting @ 6:30m, BOS Meeting @ 7:00pm, Thursday February 9th, 2023 P/A Meeting @ 7pm – No Workshop in February, Monday February 13th, 2023 ESB Meeting @ 6pm.
2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023) T.B.D.
3. Building Inspection/Zoning Department – 3rd Party Commercial Electrical Service Inspection Agreement. (Legal and Staff Review Pending).
4. Lighting Ordinance & Sign Ordinance – P/A recommended approval to BOS for review. (BOS review in February).
5. Oak Mill, 400 Gilbertsville Rd – Escrow Reduction #2 (\$121,560.06) – Mr. Hiryak stated that the Oak Mill, 400 Gilbertsville Rd escrow release #2 was recommended by Pennoni in the amount of \$121,560.06.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Escrow Reduction #2, recommended by Pennoni Associates, for Oak Mill, 400 Gilbertsville Road in the amount of \$121,560.06. Keiser-Aye, Stouch-Aye. Motion passed.

6. Assistant Manager Position (for consideration by the BOS) – Mr. Hiryak stated that as you know it is important for a succession plan to be in place, we have hired a full time Building Inspector, full time Treasurer, full time Administrative Assistant, and now a new Road Crew employee. Mr. Hiryak stated that he is looking at retirement as we transition for the future and recommended that Andrew Duncan would be an excellent choice as Assistant Manager. Mr. Duncan has worked for the Township 20 years and this position would not be an additional cost to the Township. Mr. Stouch agreed that Mr. Duncan was a good choice.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Andrew Duncan as the Assistant Manager of Douglass Township, Montgomery County. Keiser-Aye, Stouch-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. Motion passed.

Old Business/New Business

No old business or new business was given.

Public Comment

Mr. Stouch commented that the by-laws meeting at GACAS went very well and we are moving forward. No other comments were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:50pm. Keiser-Aye, Stouch-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, February 6th, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

December 2022

Incidents by type:

111 - Building fire: 7

162 - Electrical Fire Outside: 1

322 - Motor vehicle accident with injuries: 4

352 - Vehicle rescue: 2

412 - Gas Leak: 1

424 - Carbon Monoxide Incident: 1

551 - Assist police or other governmental agency: 3 (Fire Police Call)

651 - Odor of Smoke / Smoke in the area: 1

745 - Fire alarm: 5

Total Incidents for December 2022: 25

Fire Company in Service Time: 90 hours, 31 minutes

Call total for 2022: 310

Fire Company in Service Time Year to Date: 978 Hours, 03 Minutes

Response per Municipality:

Douglass Township Montgomery: 10

Upper Pottsgrove: 6

Colebrookdale Township (Berks County): 2

Limerick Township: 1

New Hanover Township: 4

Boyertown Borough (Berks County): 1

Washington Township (Berks County): 1

Events:

Breakfast with Santa fundraiser was held on Sunday December 4, 2022. The event was very successful, and we will be looking to hold this event again in the future.

Santa run was held on Sunday December 18, 2022. 840 candy canes and milk bones were distributed during the event.

Training:

Engineers night / Equipment Checks

Vehicle Rescue and MayDay Critiques

Airpack and Thermal Imaging Cameras

Respectfully Submitted,

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