



Douglass Township, Montgomery County

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AGENDA – July 24th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of June 20th, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for July 24th, 2023 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee, Pennoni Engineering
 - a. MS-4 Year 5 - Public Meeting Update
6. Solicitor Report – Wendy McKenna, Esq.
 - a. Madison Walk (Swinehart Rd/Mill Street R-3 Residential Preliminary Plan Resolution (BOS Approval Required)
7. 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. Budget Amendment – New Police Officer
8. Police Department – Chief Templin
 - a. New Officer Swearing-In Ceremony 8/21/2023
 - b. Officer Brent Ziegler – Approval for Master's Degree in Criminal Justice
 - c. Special recognition to Sgt. Swavely & McKenna Powanda for helping a woman who needed health assistance in Douglass Park.
9. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
 - c. Bally Ambulance Report
10. Manager's Report
 1. Schedule of Meetings
 - a. Thursday August 10th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)
 - b. Monday August 21st, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
 2. Escrow Release – Wexford Court (303/305 Gilbertsville Rd) Release #1 in the amount of \$664,025.02 (BOS Approval Required)

3. Township Building Inspector – Tuition Reimbursement for Certification Courses
(\$1,122.00)

11. Old Business/New Business

- a. M.C. Dept of Public Safety – Emergency Service/Ambulance Study Update
- b. PA Local Government Symposium at Harrisburg Capitol Complex - Douglass Township Officials requested to participate in panel discussion on our EMS building project.
- c. Township Manager Contract/Retirement Agreement
- d. Sen. Tracy Pennycuick Monday August 21st – Meeting with Township Officials

12. Public Comment

13. Adjournment

NEXT MEETING MONDAY AUGUST 21st, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:12P.M. Attending were Chairman Josh Stouch, Vice-Chairman Sara Carpenter, Supervisor Alan Keiser, Solicitor Wendy McKenna, Manager Peter Hiryak, Allison Lee of Pennoni & Associates, Andrew Duncan, Chief Templin, McKenna Powanda, Treasurer Cynthia O'Donnell, and approximately 19 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session this evening from approximately 7:05pm to 7:10pm involving personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of June 20th, 2023 Board of Supervisors Meeting. No changes were given.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to approve the minutes of the June 20th, 2023 Board of Supervisors Meeting. Keiser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the July 24th, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the July 24th, 2023 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee, Pennoni Engineering

MS4 Year 5 (Public Meeting Update) – The Township's MS4 permit became effective on March 16, 2018. Year 5 of the permit ends on June 30, 2023. DEP has administratively extended the General Permit until March 15, 2025. The Annual MS4 report is due by September 30, 2023 with a \$500 annual report fee. A Pollution Reduction Plan (PRP) is required as part of the new permit. The PRP requires a 10% reduction in sediment in Green Lane Reservoir and Swamp Creek. Six (6) Minimum Control Measures are required to be met to be in compliance with the MS4 permit: Public Education & Outreach, Public Involvement & Participation, Illicit Discharge Detection & Elimination, Construction Site Runoff Control, Post-Construction Runoff Control Pollution Prevention/Municipal Good Housekeeping. Stormwater information is available on the Township's website. All stormwater outfalls in the Township are required to be screened once before the permit expires in 2025. All stormwater outfalls have been screened. Pennoni will be compiling the reports for the annual report submission. Existing constructed BMP's will be scheduled for inspection by Township staff. A few remaining BMP's will be scheduled for inspection by Township staff. The Township submitted for the Growing Greener Plus grant application on 6/23/2023 for the design and construction of 500 LF of streambank restoration along Swamp Creek and 100 LF of streambank restoration along an unnamed tributary to the West Branch Perkiomen Creek. These projects are required as part of the Township's Pollutant Reduction Plan (PRP) in accordance with the Township's MS4 permit. The amount requested from the grant is \$404,700.00. a 25% match is required of the grant. Should the Township be awarded the grant, the Township will be providing \$141,000.00 of in-kind services and cash match towards the total project cost. This will have to be budgeted in 2024. The total project cost is \$545,700.00. A resident said if any core samples were taken at Summer Hill, Ms. Lee replied that we are monitoring the area if a failure occurs but no samples were taken. Sweeping the roadways will be scheduled in August. No other questions were given.

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

Solicitor Report – Wendy McKenna, Esq.

Madison Walk (Swinehart Rd/Mill Street R-3 Residential Preliminary Plan Resolution (BOS Approval Required) Ms. McKenna stated that this development is 60 acres partially in Douglass and Colebrookdale Township located between 648-650 Englesville Road in the R-3 Zoning District with 50 acres in Douglass. All existing buildings

and macadam parking areas will be removed to construct mixed residential dwellings within Douglass Township comprised of 73 single family detached dwellings, 16 twin dwellings, and 47 townhome dwellings. The traffic impact fees will be \$369,861.80. A fee-in-lieu of curbs, sidewalks, and build out of roadway along Mill Street and Swinehart Road are to be determined at final plan approval, and a fee-in-lieu of recreational facilities will also be determined at final plan approval. The Douglass Township Planning Agency and Montgomery County Planning Commission both recommended approval of the preliminary plan to the Board of Supervisors. Ms. McKenna has prepared Resolution 07242023-01 for Preliminary Plan Approval of the Madison Walk Residential Subdivision.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to adopt Resolution #07242023-01 for Preliminary Plan Approval of the Madison Walk Residential Subdivision. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

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

The unpaid bills as of July 20th, 2023 is \$187,210.10, the unusual bills are Best Line Equipment for servicing recycling equipment, Catapult Web for website hosting services, Gerald F Bellettirre, PH D for clinical exam for the new police officer, Graber Letterin Inc for lettering on the new police vehicle, Guth Laboratories Inc for police department supplies out of the ARPA fund, John Peters reimbursement of physical exam for new officer, PARRC for municipal share for the circuit rider, Rebecca Zern for 2023 tax bill reimbursement for mailings, and to TRM Communications for lighting package on new police vehicle out of ARPA fund. Copies of the Unpaid Bills Detail Report are available in the lobby. No questions were given.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of July 24th, 2023 in the amount of \$187,210.10. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Budget Amendment (New Police Officer) – Ms. O'Donnell said that she is still meeting with department heads so any budget amendments will be discussed at the August 21st, 2023 meeting.

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

Police Department Report – Chief Barry Templin

June 2023 Police Statistics: 374 calls for service, 10 reportable accidents, 17 non-reportable accidents, 3 criminal investigations, 6 criminal arrests, 13 paper citations, 27 e-citations, and 2 non-traffic citations. Mr. Updegrove asked Chief Templin to inform the public of the breakdown from the Oberholtzer Road speed buggy survey, Chief Templin said he sent the findings to Mr. Updegrove. The average speed was 39mph, 50% was below 40mph. Chief Templin said we could look into raising the speed on that road. We will finish up on Bartman Avenue then concentrate on Oberholtzer Road. On July 13th, 2023 our new patrol vehicle, 2023 Chevrolet Tahoe, went into service. This vehicle was paid for by ARPA funds with a discount from Patriot Chevrolet as well. It is in the parking lot this evening for view. On July 19th, 2023 John Patrick Peters, our new patrol officer, was sworn in by District Justice Maurice Saylor. Officer Peters will begin work on July 31, 2023. An official swearing in ceremony will be at the next BOS meeting scheduled in August 2023. On August 3rd, 2023 during the New Hanover Township BOS meeting, the BOS will be recognizing Sgt. Matthew Swavely, Officer Carl Clemko, and Officer Gregory Sedgwick for their assistance on July 29th, 2022 in which our officers responded to Little Rd in New Hanover Township for an armed domestic dispute in which our officers were fired upon by the suspect over twenty (20) times with rounds striking police vehicles over the span of several hours. I will be attending the recognition ceremony as well. August 5th, 2023 – August 13th, 2023 I will be out of the state on vacation. While I'm away, Sgt. Swavely will be in charge of the police department.

Special recognition to Sgt. Matthew Swavely & McKenna Powanda - Mr. Powanda said on Wednesday, July 19th, 2023 just before noon he was locking the gate to Douglass Park and he noticed an individual lying on the ground in the pavilion. I quickly approached the subject fearing the worst but was able to make contact with her. After a few minutes of talking to her I knew she needed more assistance than I was able to give and notified Sgt. Swavely of the situation. Shortly thereafter, Sgt. Swavely was able to make contact with her as well and spent a great deal of time going out of his way to find her a place to stay for the evening and make phone calls to try and get the help she needed. Sgt. Swavely also took the time to go get the individual a drink and some food so she was able to take her medicine that she needed for medical reasons. Sgt. Swavely could have simply sent the person on their way but instead went above and beyond to try and help this individual today. I just wanted to express my gratitude. It was handled in a very kind, professional, and patient manner.

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

GF&R Report/GACAS Report/Bally Ambulance Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the June 2023 Monthly Report for Gilbertsville Fire & Rescue. Chief Duncan said there were 25 incidents in June, and the fire company was in service for 56 hours, 59 minutes. The average response time from dispatch to arrival in Douglass Township is 4 minutes, 58 seconds. Two Junior Firefighters have finished their Fireground Support curriculum for their Firefighter 1 certification. Events: Summer sprinkler event will be scheduled this Thursday from 7:30pm to 8:30pm; Fall Festival and Open House is currently being planned for September 30, 2023 from 4pm to 8pm, the event will include vendors, food trucks, beer garden, basket raffle, fire trucks and fire prevention items. Please follow our social media page and our website for additional information on this event. Breakfast with Santa event is tentatively scheduled for December 10th, 2023; Events Committee is looking into a comedy night for the Fall of 2024. Chief Duncan said July is a very busy month so please pull over to the right when sirens & lights are present.

GACAS Report – Ms. Geisinger-Doran, Vice-President of GACAS, gave a brief overview stating they had 141 calls & 79 transports. They are \$38,000 ahead in revenue compared to this time last year, we had only one open shift for the whole month, and we are looking into grant options for a new vehicle for 2024. Ms. Doran said she had a productive meeting with Treasurer O'Donnell for the financial plan for GACAS. Mr. Stouch stated that a year ago, at this time, GACAS was in a bad financial situation and now the volunteers & ambulance staff have dramatically turned it around. The manager asked if the increase in calls is the new normal or just a temporary seasonal thing that will be determined throughout the year, Mr. Stouch said that they are dispatched a lot to New Hanover & Upper Pottsgrove and unfortunately there is no contribution from them so we have to keep up with EMS Staffing. Mr. Stouch said that the County signed a contract to do an EMS Study. He & Chief Duncan were asked to speak in front of the regional authority on how they provided funding for service for GACAS, the County is looking to implement that everyone in the County pay a certain amount to be distributed per call for funding of ambulances. Gilbertsville Ambulance will be the model used by the County. We must continue in the forefront of this. Ms. DiCicco asked how many memberships were attained by New Hanover residents, Ms. Doran replied that it is about 50-50 split between Douglass Township. Mr. Stouch said that New Hanover will remove their run area from Gilbertsville Ambulance, and GACAS will be losing an extreme amount of money so please keep an open mind when donation letters come out. Mr. Kolb asked who would be covering New Hanover, Mr. Stouch replied that Goodwill and other ambulances dispatched from other areas this will increase response times.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter the GF&R and GACAS Reports as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager's Report – Andrew Duncan

1. Schedule of Meetings:
 - a. Thursday August 10th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)
 - b. Monday August 21st, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
2. Escrow Release – Wexford Court (303/305 Gilbertsville Rd) Release #1 in the amount of \$664,025.02 (BOS Approval Required) – A site visit was conducted on January 20, 2023 and e-mail correspondences with the applicant to verify the items and quantities requested for release and that all the site work reported was completed. The release is recommended by our Engineer.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Wexford Court, LLC 303/305 Gilbertsville Rd Escrow Release #1, based on the recommendation by Pennoni Engineering, in the amount of \$664,025.02. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Township Building Inspector – Tuition Reimbursement for Certification Courses (\$1,122.00) – the manager asked for the Board's approval for tuition reimbursement to Township Building Inspector Matthew Wojaczyk in the amount of \$1,122.00, he has received an "A" in the Certification Courses.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve tuition reimbursement in the amount of \$1,122.00 to the Township Building Inspector Matthew Wojaczyk for his Certification Courses. 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. Caruso asked who is responsible for mowing the Summer Hill Open Space, Mr. Stouch said that it should be the HOA or Gambone. Mr. Caruso said that they can't get Gambone to mow it, Mr. Stouch said without cooperation we can only cite them and it would be handled in court. Mr. Stouch said it is between the HOA & Gambone, the Township should stay out of it. Mr. Caruso said we expected them to build two homes on the lot. Mr. Stouch said that the HOA rejected that idea, Mr. Caruso said no we would welcome it. Ms. McKenna said that the Board could host talks between the parties or the HOA & Gambone could get together. Mr. Keiser strongly objected to the Township writing any checks for something between the HOA & Gambone. Mr. Stouch said that Ms. McKenna office will have to research the covenants, we have to see what legally happened and/or if any homes could be built on the lot. Mr. Hiryak stated that the agreement was never signed in 2016/2017 by Mr. Michael Gambone, he felt the HOA did not want additional homes on the lots. Mr. Stouch asked if the HOA had legal counsel, Mr. Caruso replied yes. Mr. Stouch was all right with hosting the meeting but is not in favor of spending any money on this property, someone between the HOA & Gambone will have to resolve the issue. The manager will notify the parties involved and exchange legal contacts. Mr. Landis at 1050 Grosser Road said he owns the farmhouse across from the hospital. Mr. Landis says that his farmhouse has sustained significant damage due to traffic, construction, and blasting, the agreement was for a forensic inspection that took 5 weeks to do and he hasn't heard anything back yet and he is contacting a lawyer. No stormwater runoff work has been done and his pond looks like chocolate milk from the silt, the blasting shook the whole neighborhood. The manager will reach out to Embree Development for an update on the damage inspection, and the roadmaster was going to fix the pipe and erosion. He also complained about the lights, engineering felt that the plantings could be shifted around for additional privacy for Mr. Landis and will be discussed with Embree. A resident from 1345 Second Avenue complained of the flooding that he receives from the park and nothing is done about it, the manager stated that the owner of the property received a settlement from our insurance company years ago and then they built a 2-story addition on the property, saying the issue was resolved with all the stormwater work the Township installed in the park areas. Another issue is that the neighbor across the street put a pipe in many years ago which backs up the water during heavy rain. Mr. Stouch asked the resident if he ever had a private engineer look at his, the resident replied that he feels that it is the Township's problem. Mr. Stouch said the Solicitor should review the settlement agreement before we can discuss any further.

M.C. Dept of Public Safety – Emergency Service/Ambulance Study Update – this was discussed under EMS reports.

PA Local Government Symposium at Harrisburg Capitol Complex – Douglass Township Officials requested to participate in panel discussion on our EMS building project – Mr. Stouch said that this is a huge honor to be asked to participate in this panel discussion. Mr. Duncan, Mr. Hiryak, and Mr. Stouch will be attending this fall. Township Manager Contract/Retirement Agreement – Mr. Hiryak said his end-of-work schedule is for 4/19/2024 after 34 years of service to the Township, with accrued sick time and vacation time added his official retirement date will be 8/02/2024 (BOS approval needed)

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Township Manager Contract/Retirement Agreement for last work date of 4/19/2024 with accrued sick time and vacation time official retirement date of August 2, 2024. Keiser-Aye, Stouch-Aye, Carpenter-Recused. Motion passed.

No other business was given.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 8:45pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor’s Meeting will be held on Monday, August 21st, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

June 2023

Incidents by type:

100 - Fire Other: 1 (investigation after a dryer fire)

111 - Building fire: 1

113 - Cooking Fire: 1

116 - Oil Burner Malfunction: 1

142 - Brush Fire: 2

162 - Electrical Fire Outside: 1

311 - Medical Assist: 2

322 - Motor vehicle accident with injuries: 1

323 - Vehicle Accident vs. Pedestrian: 1

352 - Vehicle Rescue: 1

412 - Gas Leak - 1

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

651 - Smoke Scare: 4 (Canadian Wildfires)

721 - Bomb Squad Standby: 1 (Gilbertsville Post Office)

900 - Special Type of Incident: 1 (Rescue Dog from Pond)

Total Incidents for June 2023: 25

Fire Company in Service Time: 56 hours, 59 minutes

Call total for 2023: 154

Fire Company in Service Time Year to Date: 549 Hours, 33 Minutes

Average response time from dispatch to arrival in Douglass Township: 4 minutes, 58 seconds

Busiest time of day for emergency response: 6:00PM to 7:00PM

Response per Municipality:

Douglass Township Montgomery: 17

Colebrookdale Township: 1

Boyertown Borough (Berks County): 1

New Hanover Township: 4

Upper Pottsgrove: 2

Training:

1. Engineers night / Equipment Checks
2. Confined Space Training
3. Pump and Draft Training
4. Vehicle Rescue and Stabilization

Two Junior Firefighters have finished their Fireground Support curriculum for their Firefighter 1 certification.

Events:

1. Summer Sprinkler Event will be scheduled in July or August – Date to be determined (we need warm weather)
2. Fall Festival and Open House is currently being planned for September 30, 2023 from 4PM to 8PM. Event will include vendors, food trucks, beer garden, basket raffle, fire trucks and fire prevention items. Please follow our social media page and our website for additional information on this event.
3. Breakfast with Santa event is tentatively scheduled for December 10, 2023. I can report further on this when we get closer to the event.
4. Events Committee is looking into a comedy night for the Fall of 2024. Committee is in the exploration phase for this event. Stay tuned!

Respectfully Submitted,

Andrew A. Duncan

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