



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 – September 18th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of August 21st, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for September 18th, 2023 – additions, corrections, motion for approval.
5. Police Department – OIC Sgt. Brian Steffie
6. Engineering Report – Allison Lee, Pennoni Engineering
 - a. Market Street – Design Plan Introduction
7. Solicitor Report – Robert Brant, Esq.
 1. Kelly Acres – Final Plan Resolution #09182023-01 (BOS Approval Required)
8. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Budget Amendments
 - c. Municipal Pension MMO presented to BOS
9. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
10. Public Works – Mike Heydt
11. Manager's Report
 1. Schedule of Meetings
 - a. Monday October 2nd, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
 - b. Thursday October 12th, 2023 P/A Meeting @ 7pm, Workshop @ 6:30pm (Zoning Updates)

2. New Ordinances pending in 2023
 - a. Cobblestone Commons/Crossing Rt. 73 and Elm Streets – Convenience Commercial with Active Adult Overlay Amendment (P/A & MCPC reviews pending)
 - b. Codification of Township Zoning Ordinances (authorization to work with Legal to advertise)
3. Escrow Releases (BOS Approval Required)
 - a. Zern Tract Phase 1 - Release #23 (\$104,824.74)
 - b. Zern Tract Phase 2 - Release #13 (\$35,644.55)
 - c. Zern Tract – Phase 3 - Release #1 (\$168,366.93)
 - d. Country View (Hallowell) Phase 1 – Release #5 (\$631,181.83)
4. PARRC Resolution #09182023-02- Local Share Grant Application for Township Equipment (\$806,412.00)
5. PARRC Resolution #09182023-03 5-Year Funding Resolution (year 1 \$8,500 to year 5 \$9,600).
6. Fall Leaf Pickup P.T. Help – Authorization to advertise (2 @ \$17.00/hour) – Collection starts Monday November 6th, 2023 & ends Friday December 15th, 2023 weather permitting.

12. Old Business/New Business

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.A.)
- b. ARPA Funding – Township Administration Building Renovation Project (Authorization to accept \$9600 from Alloy 5 Architects – formulate concept design for Administration Building).

13. Public Comment

14. Adjournment

NEXT MEETING MONDAY OCTOBER 2ND, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:01P.M. Attending were Chairman Josh Stouch, Supervisor Alan Keiser, Solicitor Robert Brant, Manager Peter Hiryak, Allison Lee of Pennoni & Associates, Andrew Duncan, Mike Heydt, McKenna Powanda, Treasurer Cynthia O'Donnell, OIC Sgt. Brian Steffie, and approximately 14 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 6pm to 6:30pm involving personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of August 21st, 2023 Board of Supervisors Meeting. No changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the August 21st, 2023 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the September 18th, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the September 18th, 2023 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye. Motion passed.

Police Department Report – OIC Sgt. Brian Steffie

August 2023 Police Statistics: 672 calls for service, 6 reportable accidents, 4 non-reportable accidents, 14 criminal investigations, 6 criminal arrests, 3 paper citations, 45 e-citations, and 8 non-traffic citations, and 1 parking ticket. On September 5th, 2023 the police department, in partnership with Boyertown High School began an internship program for a young lady named Marissa who is a senior and interested in pursuing a career in law enforcement. Marissa is with us daily from 8am-10am for the next few months. Our goal is to safely show her as many aspects of our profession as we can during that time. On September 13th, 2023 Officer Castellucci hosted two members of the Berks County Community Foundation at the police department. Officer Castellucci took the initiative on his own to apply for a grant from this organization in order to obtain funding to purchase new medical bags and a trauma kit for our police vehicles. The foundation members were taken on a tour of our facility, showed them our police vehicles and explained our need for the medical equipment. The meeting went very well and we hope to have a decision on Officer Castellucci's proposal in early October. Officer Peters continues to work through the field training program. He is currently in phase 2 of the program which has him driving and Officer Ziegler riding as a passenger. Officer Peters has taken a more active role during phase 2 and is no longer an observer. At the end of the month, if all continues to go well, he will move to phase 3 which will have him operating on his own with a field training officer responding with him to calls. So far, he has performed extremely well and we are pleased with his progress.

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.

Engineering Report – Allison Lee, Pennoni Engineering

Market Street, Design Plan Introduction – Mr. Moore from McMahon Associates and Mr. Michael Gambone were present. Mr. Moore stated that this all started back in 2014 with a Point of Access Study (POS) followed by a road study in 2015-2016. The project was put on hold in 2018 and then COVID happened. In 2022 an application was submitted to DCED for a grant to fund Market Street however they did not receive the grant. We have been urged to resubmit the application to DCED for a grant. We met with the Township staff on July 23rd to restart this project, we will be starting with a detailed design with the support of the grant. Mr. Gambone asked for comments on the road and if the Township is onboard with the design, Market Street will line up with Bartman Avenue and will add a new traffic signal on Rt. 100 providing access to Gilbertsville Shopping Center, the former Zern's Auction property, and the new Townhouse Community on Jackson Road. Mr. Brant stated that

this is basically a re-introduction of Market Street, Mr. Moore & Mr. Gambone stated yes. The Board agreed to move forward with the project by directing Mr. Moore & Mr. Gambone to attend the Planning Agency meeting. A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Engineer's Report as presented. Keiser-Aye, Stouch-Aye. Motion passed.

Solicitor Report – Robert L. Brant, Esq.

Kelly Acres – Final Plan Resolution #09182023-01 - Mr. Brant said this is a 5-lot subdivision, with traffic impact fees of \$20,174.20, fee in lieu of for sidewalks in the amount of \$37,608, \$22,000 in replacement trees, and waivers. All the stormwater and landscaping issues have been resolved for the project.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt Final Plan Resolution #09182023-01 for Kelly Acres. Keiser-Aye, Stouch-Aye. Motion passed.

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

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

The unpaid bills as of September 18th, 2023 is \$188,259.56, the unusual bills are Axon for the Body Cam 1st installment from ARPA fund, Bechtelsville Asphalt for paving materials for Congo Rd from state aid fund, Bound Tree Medical LLC for purchase of equipment for GACAS from ARPA, Continental Concrete for material for park lane, MP Outfitters for vest for new officer, R&S Sweeping to sweep after tar & chipping of Summer Hill, Richter Total Office for records destruction, and the Police and Sheriffs Press for new police officer cards. Copies of the bills are available in the lobby. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of September 18th, 2023 in the amount of \$188,259.56. Keiser-Aye, Stouch-Aye. Motion passed.

Budget Amendment – Ms. O'Donnell asked the Board to approve General Fund Budget Amendment #6 and General Fund Budget Amendment #7 that would add additional income from higher interest rates, and fees in lieu of with the hospital building and land development permits.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Budget Amendment #6 and Budget Amendment #7 for additional income added to the General Fund. Keiser-Aye, Stouch-Aye. Motion passed.

Municipal Pension MMO presented to BOS – Ms. O'Donnell distributed the 2024 (MMO) information to the Board of Supervisors: The 2024 (MMO) Minimum Municipal Obligation for the Police Department Pension Plan in the amount of \$343,426 and the 2024 MMO for the Non-Uniform Pension Plan in the amount of \$203,982.

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.

GF&R Report/GACAS Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the August 2023 Monthly Report for Gilbertsville Fire & Rescue. Chief Duncan said there were 19 incidents in August, and the fire company was in service for 35 hours, 21 minutes. The average response time from dispatch to arrival in Douglass Township is 4 minutes, 4 seconds. Events: Fall Festival and Open House is currently being planned for September 30th, 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. Fire Prevention night at Station 67 is October 12th, 2023 from 6:30pm to 8:30pm. Breakfast with Santa event is tentatively scheduled for December 10th, 2023.

GACAS Report – Ms. Duran of GACAS gave a brief overview stating they had 164 calls, 100 transports, and they are \$74,000 ahead of last year at this time. Events attended: Fire Prevention, Open House, New Hanover’s Open House and Fire Prevention, and Upper Pottsgrove Community Day. New Hanover has asked GACAS to provide a formal request of support to the Board of Supervisors. No questions were given.

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

Public Works – Mike Heydt

No report.

Manager’s Report – Pete Hiryak

1. Schedule of Meetings:

- a. Monday October 2nd, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm, Thursday October 12th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)

2. New Ordinances pending in 2023

- a. Cobblestone Commons/Crossing, Rt. 73 & Elm Street – Convenience Commercial with Active Adult Overlay Amendment (P/A & MCPC reviews pending)
- b. Codification of Township Zoning Ordinances (authorization to work with Legal to advertise)

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to work with Legal for advertisement. Keiser-Aye, Stouch-Aye. Motion passed.

3. Escrow Releases:

- a. Escrow Release #23 Zern Tract Phase 1 (\$104,824.74) – A site inspection was conducted on August 30th, 2023 to verify the escrow items and quantities requested for release and the release is recommended by our Engineer.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Zern Tract Phase 1 Escrow Release #23, based on the recommendation by Pennoni Engineering, in the amount of \$104,824.74. Keiser-Aye, Stouch-Aye. Motion passed.

- b. Escrow Release #13 Zern Tract Phase 2 (\$35,644.55) – A site inspection was conducted on August 30th, 2023 to verify the escrow items and quantities requested for release and the release is recommended by our Engineer.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Zern Tract Phase 2 Escrow Release #13, based on the recommendation by Pennoni Engineering, in the amount of \$35,644.55. Keiser-Aye, Stouch-Aye. Motion passed.

- c. Escrow Release #1 Zern Tract Phase 3 (\$168,366.93) – A site inspection was conducted on August 30th, 2023 to verify the escrow items and quantities requested for release and the release is recommended by our Engineer.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Zern Tract Phase 3 Release #1, based on the recommendation by Pennoni Engineering, in the amount of \$168,366.93. Keiser-Aye, Stouch-Aye. Motion passed.

- d. Country View (Hallowell) Phase 1 Release #5 (\$631,181.83) – The calculations were not completed for this meeting.

4. PARRC Resolution #09182023-02 Local Share Grant Application for Township Equipment (\$806,412.00) – A resolution authorizing the submission of a grant application for the 2023 round of the Commonwealth Financing Authority’s Local Share Account Program to be used for the purchase of Township equipment consisting of a road paver, truck chassis including a dump body, hooklift and other related equipment. Manager Hiryak and Chairman Stouch are the officials named to execute all documents and agreements between Douglass Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt Resolution #09182023-02 Authorizing the submission of a grant application for the 2023 round of the Commonwealth Financing Authority's Local Share Account Program. Keiser-Aye, Stouch-Aye. Motion passed.

5. PARRC Resolution #09182023-03 5-Year Funding Resolution (year 1 \$8,500 to year 5 \$9,600) – A Resolution in support of participation in the Pottstown Area Regional Recreation Committee (PARRC) Program for Circuit Rider, grant writing, and staff support.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to adopt Resolution #09182023-03 In support of participation in the Pottstown Area Regional Recreation Committee (PARRC) Program. Keiser-Aye, Stouch-Aye. Motion passed.

6. Fall Leaf Pickup Part Time Help – Authorization to advertise (2 P/T Workers @ \$17/hour) – Collection beginning Monday November 6th, 2023 and ending Friday December 15th, 2023 weather permitting. This is a 2023 budgeted item. The Board agreed for the advertisement for (2) part time workers for curbside leaf collection.

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

Old Business/New Business

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.A.)
- b. ARPA Funding – Township Administration Building Renovation Project (authorization to accept \$9600 for Alloy 5 Architects to formulate concept design for Administration Building). The manager announced that we met with architects/designers for a feasibility study & ideas on how to renovate/upgrade the administration office building through ARPA funding and recommend Alloy 5 to formulate a concept design. The Board gave authorization for \$9600 to Alloy 5 to formulate a concept design for the Administration Building using allocated ARPA funds.

No other business was given.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:37pm. Keiser-Aye, Stouch-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, October 2nd, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

August 2023

Incidents by type:

311 – Medical Assist: 4

322 - Motor vehicle accident with injuries: 4

323 – Motor Vehicle Accident Vs. Pedestrian: 2

412 – Gas Leak: 2

551 – Fire Police Call: 2

571 – Relocate: 1

600 – Good Intent Call: 1

911 – Citizen Complaint – 2 (both burning ordinance related)

Total Incidents for August 2023: 19

Fire Company in Service Time: 35 hours, 21 minutes

Call total for 2023: 205

Fire Company in Service Time Year to Date: 742 hours, 11 minutes

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

Busiest time of day for emergency response: 11:00AM – 12:00PM and 7:00PM to 8:00PM

Response per Municipality:

Douglass Township Montgomery: 13

Limerick Township: 1

Upper Salford Township: 2

Upper Pottsgrove: 3

Training:

1. Engineers night / Equipment Checks
2. Vehicle Rescue Training
3. Air Pack / Search and Rescue
4. Thermal Imaging Camera evolutions.

Events:

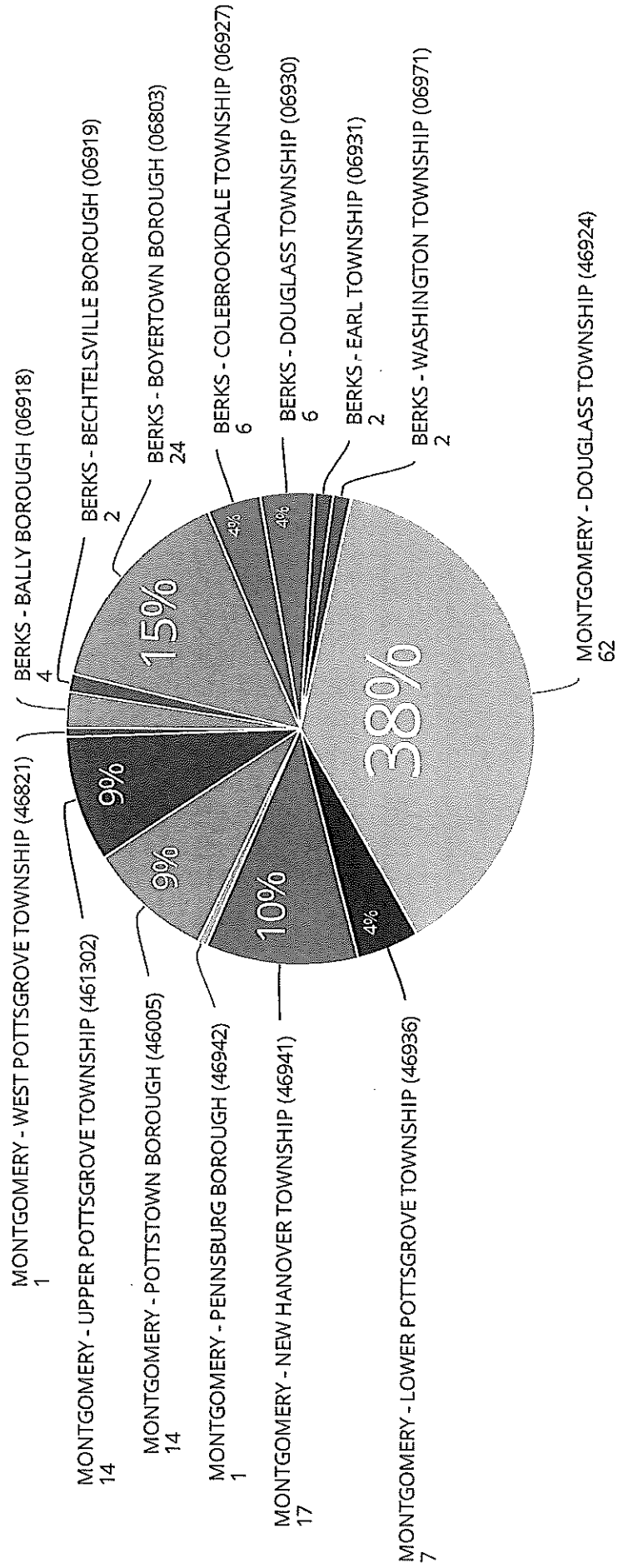
1. Fall Festival and Open House is currently being planned for September 30, 2023 from 4PM to 8PM. Event will include vendors, food trucks, beer garden, basket raffle, fire trucks and fire prevention items. Please follow our social media page and our website for additional information on this event.
2. Fire Prevention night at Station 67 October 12, 2023 from 6:30PM to 8:30PM
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.

Respectfully Submitted,

Andrew A. Duncan

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

Zone Chart



Total Calls for the month

Total Calls
162

Total ALS Calls

Incident Number
75

BLS total calls

Incident Number
76

Total Agency, Assist Calls

Total Agency, Assist Calls
3

Incident Numbr	Scene Zone	Municipal Totals
	BERKS - BALLY BOROUGH (06918)	4
	BERKS - BECHTELSTVILLE BOROUGH (06919)	2
	BERKS - BOYERTOWN BOROUGH (06803)	24
	BERKS - COLEBROOKDALE TOWNSHIP (06927)	6
	BERKS - DOUGLASS TOWNSHIP (06930)	6
	BERKS - EARL TOWNSHIP (06931)	2
	BERKS - WASHINGTON TOWNSHIP (06971)	2
	MONTGOMERY - DOUGLASS TOWNSHIP (46924)	62
	MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	7
	MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	17
	MONTGOMERY - PENNSBURG BOROUGH (46942)	1
	MONTGOMERY - POTTSTOWN BOROUGH (46005)	14
	MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	14
	MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	1

Total Recalls
30

Transports by Destination

Destination Location Name	Total incident number
Grand View Health	1
Lehigh Valley Hospital-Cedar Crest	15
MEDEVAC 1	1
Paoli Hospital	1
Penn State Health St. Joseph Medical Center	2
Phoenixville Hospital - Tower Health	3
Pottstown Hospital - Tower Health	66
Reading Hospital - Tower Health	8
St. Christopher's Hospital for Children	1
St. Luke's Hospital-Upper Bucks Campus	2

Total ambulance transports

Total Ambulance transports

100