



Douglas Township, Montgomery County

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AGENDA – January 16th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of January 2nd, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for January 16th, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
 - a. Schlegel Road Bridge – Engineering cost estimates for repair/replacement of existing structure
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 Evans
 - a. Police Chief Contract (Final draft review)
 - b. Police Officer Hiring Practices and Procedures (Final review and approval)
8. Solicitor Report – Wendy McKenna, Esq.
 - a. Authorization to move forward on property zoning compliance violation on floodplain structures.
 - b. Ordinance 2024-01 E.S.B. Revisions (final legal review and authorization to advertise)
9. Emergency Services Reports
 - a. GF&R Annual Report
 - b. GACAS Annual Report
 - c. ESB Meeting – February 12th, 2024
10. Public Works – Mike Heydt
11. Manager's Report – Assistant Manager Andrew Duncan
 1. Schedule of Meetings
 - a. Tuesday January 23rd, 2024 ZHB Meeting @ 5:30pm – Lehigh Valley Health Network
 - b. Monday February 5th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 - c. Thursday February 8th, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
 2. Zern Tract Phase 3, Escrow Release #4 \$159,731.20 (BOS approval required)
 3. Tuition Reimbursement for Matt Wojaczyk (\$1443.00) – (BOS approval required)
12. Old Business/New Business
 1. Administrative Building Renovation Update 2/05/2024
13. Public Comment
14. Adjournment

NEXT MEETING MONDAY FEBRUARY 5TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:01P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Asst. Manager Andy Duncan, Allison Lee of Pennoni & Associates, Chief Evans, Mike Heydt, and approximately 6 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 6:00pm – 6:20pm involving litigation and personnel matters, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of January 2nd, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the January 2nd, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 16th, 2024 Board of Supervisors Agenda, Mr. Stouch added 11. 3. under the Manager's Report for Tuition Reimbursement approval for Matt Wojaczyk.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to amend and approve the January 16th, 2024 Board of Supervisors Agenda adding 11. 3. Tuition Reimbursement for Matt Wojaczyk under the Manager's Report. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee, Schlegel Road Bridge – Engineering cost estimates for repair/replacement of existing structure. Ms. Lee stated that the Schlegel Road Bridge has been closed after LDG found severe deterioration under the bridge. The Township closed the bridge, signage has been put in place, and staff & vendors are evaluating the bridge for possible repair or replacement. No questions were given.

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

Treasurer's Report (Authorization to pay the bills) – Andrew Duncan

The unpaid bills as of January 16th, 2024 is \$194,325.46. Copies of Unpaid Bills Detail Report are in the Township Lobby. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of January 16th, 2024 in the amount of \$194,325.46 and to accept the Treasurer's Report as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Robert Evans

December 2023 Police Statistics: 678 calls for service, 8 reportable accidents, 14 non-reportable accidents, 11 criminal investigations, 3 criminal arrests, 26 traffic citations, and 0 non-traffic citations. Chief Evans gave a brief overview of the 2023 Annual Police Report. In February 2021 our police department was re-accredited for the 6th time through the Pennsylvania Chiefs of Police Association and placed our department in the Premiere Agency Status category. This process occurs every three years, our department is in the process of re-accreditation currently and assessment will occur in February of 2024. This program ensures that all applicable standards have been successfully implemented and followed. In 2023 our department employed 12 individuals. This included myself, detective, two sergeants, and seven patrolmen. This year also saw Chief Templin retire in September of 2023. We thank him for his many years of service and commitment to this community. We also welcomed Officer John Peters to our patrol division as a new hire. The police department handled 5874 calls for service in 2023. These calls include, but not limited to, criminal calls, dog and animal complaints, disputes,

domestic complaints, medical calls, ambulance and fire department assists, assisting other police departments, alarm calls, and many other types of calls. Criminal Investigations Division is assigned to investigate more serious types of crime that require more extensive investigations. There is currently one full time Investigator. There were 121 new cases where this type of investigation was needed. 47 cases directly involving the Detective or involvement with evidence were cleared by arrest which resulted in a 39% clearance rate. The Patrol Division investigated 88 reportable accidents and 124 non-reportable accidents. There were 4 DUI related accidents, 6 accidents involving pedestrians and 2 fatalities. There was a total of 782 Traffic Citations issued with 4 parking tickets. Officers also issued 57 Non-Traffic Citations for summary violations of the Pennsylvania Crimes Code. Notable new equipment for this year includes the purchase of an ATS-3 Speed Trailer that can be placed in various locations in the township for awareness of speed while traveling through Douglass Township. This equipment is also utilized to conduct traffic studies to aid in giving the public information regarding various traffic issues, in addition, we currently utilize two Shield 12 speed signs. 2023 Chevrolet Tahoe was purchased through Patriot GMC and placed in service in July 2023. In 2023, the department participated in six DUI roving patrols and stationary checkpoint details in conjunction with the Pottstown Area DUI Sobriety Checkpoint Program. No checkpoint was conducted in Douglass Township in 2023. We also continued with the DEA Drug Take Back Program in conjunction with the Montgomery County District Attorney's Office collecting 98 pounds of unwanted medication during 2023 scheduled events. Unwanted medication can still be dropped off at the Med Box located in the Township Lobby during normal business hours. The police department looks forward to continuing to protect and serve the Douglass Township residents and thank everyone for their continued support. Ms. Carpenter stated that this is a detailed report, Chief Evans stated that moving forward as part of transparency he will be doing a more comprehensive detailed report for the public. Mr. Stouch announced that the Police Chief Contract is under final review. Mr. Stouch asked Chief Evans if he was ready for new hires, Chief Evans yes and he hopes to advertise for an officer/officers on 2/05/2024.

Police Officer Hiring Practices and Procedures (Final legal review and approval) – Mr. Stouch stated that the Police Officer Hiring Practices and Procedures have been edited to 2024 standards. Legal review has been completed and approval is needed from the Board of Supervisors.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the Police Officer Hiring Practices and Procedures as edited to 2024 standards. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Solicitor Report – Wendy McKenna, Esq.

Authorization to move forward on property zoning compliance violations on floodplain structures – Mr. Duncan stated that there are two properties with zoning compliance violations on floodplain structures and he has exhausted all avenues of resolving these issues.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Solicitor McKenna's office to move forward with the enforcement of the zoning compliance violations on floodplain structures. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ordinance 2024-01 ESB Revisions (Final legal review and authorization to advertise) – Ms. McKenna stated that her office has reviewed the ordinance and all is in order. Authorization to advertise is needed.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to authorize Ms. McKenna's office to advertise the proposed ESB Ordinance 2024-01 as revised. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

GF&R Report

Written reports are available in lobby. The December 2023 report: 9 building fires, 1 cooking fire, 1 vehicle fire, 3 EMS assists, 1 motor vehicle accident with injuries, 4 motor vehicle accidents no injuries, 1 other rescue, 2 vehicle rescues, 1 gas leak, 1 carbon monoxide incident, 1 public service assistance, 7 assist police or other government agency, 4 fire alarms, 1 citizen complaint. Total incidents for December 2023 was 37, the fire company in service time was 145 hours, 3 minutes. Mr. Duncan gave a brief overview of the 2023 Year End Report for Gilbertsville Fire & Rescue: Call total for 2023 was 309, fire company in service time year to date was 1096 hours, 51 minutes. Copies are available in the lobby. The next ESB Meeting is Monday February 12th, 2024 at 6:00pm, the public is welcome to attend.

GACAS Report – Ms. Stouch stated that the membership drive letters were mailed, so far \$45,000 has been received. A bookkeeper has been hired to assist the treasurer Ms. Doran, a new fire alarm system has been approved and we are looking into a new security system & access control. A generator was installed in November 2023 and a new website is in the works. Mr. Stouch added that another member is needed on the ESB, anyone interested should contact Pete or Andy.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the Emergency Services Reports as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Works Report – Mike Heydt

Mr. Heydt stated that the roadcrew worked on repairing washouts, potholes and salted & plowed the roadways. He reminded everyone that during snowstorms there is no parking in the streets and basketball nets are to be removed from the roadways.

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

Manager's Report – Assistant Manager Andrew Duncan

1. Schedule of Meetings:

- a. Tuesday January 23rd, 2024 ZHB Meeting @ 5:30pm – Lehigh Valley Health Network for requested signage variances. Monday February 5th, 2024 BOS Agenda Meeting @ 6:30m, BOS Meeting @ 7:00pm, Thursday February 8th, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm**, Monday February 12th, 2024 ESB Meeting @ 6pm.

2. Zern Tract Phase 3, Escrow Release #4 \$159,731.20 (approval required) – a site inspection was conducted by Pennoni on January 10th, 2024, based on their observations of the work the release was recommended.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve escrow release #4 for the Zern Tract Phase 3 in the amount of \$159,731.20 as recommended by Pennoni Associates. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Tuition Reimbursement for Building Inspector Matt Wojaczyk (\$1443.00) – Tuition reimbursement request from Matt Wojaczyk in the amount of \$1443.00 for Physics 101 Class toward a B.A. in Public Administration.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve tuition reimbursement to Matt Wojaczyk in the amount of \$1443.00. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Old Business/New Business

Administration Building Renovation Update – Alloy5 has provided two concept plans for review. Presentation & highlights will be at the February 5th, 2024. No other old business or new business was given.

Public Comment

Mr. Houseknecht asked what is the location of the floodplain violations, Mr. Duncan responded that the violations are on Swamp Creek Road. Mr. Updegrove noticed that on the bills list was a bill for the Montgomery County Swat Team for \$3500 and questioned what is it for, Chief Evans responded that it is the annual membership fee to Montgomery County Swat – West which pays for any services needed from the Swat Team (West) for the year. All Townships involved with Montgomery County Swat pay that fee (Western Montgomery County). No other comments were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:35pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor’s Meeting will be held on Monday, February 5th, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

December 2023

Incidents by type:

111 - Building fire: 9
113 -- Cooking Fire: 1
132 -- Vehicle Fire: 1
311 -- EMS assist: 3
322 - Motor vehicle accident with injuries: 1
324 -- Motor vehicle accident no injuries: 4
350 -- Rescue, Other: 1
352 -- Vehicle rescue: 2
412 -- Gas Leak: 1
424 -- Carbon Monoxide Incident: 1
550 -- Public Service Assistance: 1
551 - Assist police or other governmental agency: 7 (Fire Police Call)
745 -- Fire alarm: 4
911 -- Citizen Complaint: 1

Total Incidents for December 2023: 37 (2022 - 25)

Fire Company in Service Time: 145 hours, 3 minutes

Call total for 2023: 309 (2022 - 310)

Fire Company in Service Time Year to Date: 1096 Hours, 51 Minutes (2022 - 978 Hours, 3 min)

Average Response Time in Douglass Township (dispatch to arrival): 5 minutes, 53 seconds

Busiest Time of Day: Between 1:00PM and 3:00PM

Response per Municipality:

Douglass Township Montgomery: 20
Upper Pottsgrove: 3
Colebrookdale Township (Berks County): 2
Lower Frederick Township: 1
Lower Pottsgrove Township: 1
New Hanover Township: 4
Douglass Township (Berks County): 1
Boyertown Borough (Berks County): 2
Washington Township (Berks County): 3

Events:

Breakfast with Santa fundraiser was held on Sunday December 10, 2023. The event was very successful serving close to 300 people raising \$1,800.00.

Santa run was held on Sunday December 17, 2023. 1,440 candy canes and milk bones were distributed during the event.

Training:

Engineers night / Equipment Checks

Communications

Airpack and Personal Protective Equipment Check.

Respectfully Submitted,

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