

Douglas Township, Montgomery County

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AGENDA – February 20th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of February 5th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for February 20th, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee
 - a. Schlegel Road Bridge
 - b. Montco 2040 – Tennis/Pickleball Court Project
6. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Recycling Budget Amendment - \$2,300 for computer
7. Police Department Report – Chief Evans
8. Solicitor Report – Wendy McKenna, Esq.
9. Emergency Services Reports
 - a. GF&R Monthly Report
 - b. GACAS Monthly Report
 - c. ESB Meeting Minutes from February 12th, 2024
 - d. Approve roster of eligible volunteer first responders for tax credit
10. Public Works – Mike Heydt
11. Manager's Report – Manager Peter Hiryak
 - a. Schedule of Meetings
 1. Monday March 4th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 2. Thursday March 14th, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
 - b. Aerial Photography – Gilbertsville
 - c. Township Manager Position – (4) Interviews Scheduled
12. Old Business/New Business
 - a. Building Renovation Project – Next steps in process
13. Public Comment
14. Adjournment

NEXT MEETING MONDAY MARCH 4TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:13P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Pete Hiryak, Andrew Duncan, Allison Lee of Pennoni & Associates, Chief Evans, Mike Heydt, McKenna Powanda, and approximately 12 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 7:00pm – 7:13pm involving personnel matters, no decisions or votes were taken. Mr. Stouch announced that after the adjournment of the February 5th, 2024 Board of Supervisor meeting a resident approached the Board and got into a discussion with Township Officials. Mr. Stouch said this was inappropriate and will not be tolerated, if anyone has anything to say it will be done during the public comment portion of the meeting.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of February 5th, 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 February 5th, 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 February 20th, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the February 20th, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee

Schlegel Road Bridge – Ms. Lee stated that Pennoni has submitted a preliminary cost proposal with drainage reviews & calculations for structures and technical specs & bid documents. The manager stated that the Board needs more time to discuss the proposal and would like to schedule a site meeting to decide the best way moving forward, the Township is allowed to perform maintenance 50' upstream and 50' downstream from the bridge. Montco 2040 (Tennis/Pickleball Court Project) – Ms. Lee stated that the bids were opened on 1/12/2024, there were (7) bids for this project involving ADA walking path, picnic table, wall board, and pickleball courts. Low Bid was for the total amount of \$174,261.00, this exceeds the awarded grant amount. The grant requires completion 90 days after awarded. The start date is approximately March 2024 and completion approximately by June 2024. The Township will seek additional grant funding, to make up the difference, from the Pottstown Area Health & Wellness Foundation Mini-Grant Program.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the low bid in the total amount of \$174,261.00 for the Montco 2040 Tennis/Pickleball Court Project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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 – Cynthia O'Donnell

The unpaid bills as of February 20th, 2024 is \$356,403.93. The unusual bills are Alloy5 from ARPA, GF&F Jan/Feb rent for police department, Hopewell Farms for tub grinding, PowerDMS for software for police department, Schultz Technology for police department, Stryker Sales for GACAS defibrillators from ARPA Fund, and Winter Equipment for snowplow blades. 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 February 20th, 2024 in the amount of \$356,403.93. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Recycling Budget Amendment (\$2,300 for computer replacement) – Ms. O'Donnell asked the Board for a Recycling Budget Amendment to the Recycling Fund in the amount of \$2,300 to purchase a laptop for the recycling department.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Recycling Budget Amendment in the amount of \$2,300 for the purchase of a laptop for the Recycling Center. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Police Department Report – Chief Robert Evans

January 2024 Police Statistics: 657 calls for service, 7 reportable accidents, 6 non-reportable accidents, 9 criminal investigations, 3 criminal arrests, 60 traffic citations, and 3 non-traffic citations. Douglass Township Police received a letter from the Pennsylvania Law Enforcement Accreditation Commission recognizing our department for the completion of the on-site assessment for the PA Chiefs of Police Association's Accreditation program. The Accreditation Commission will be reviewing our department's assessment report at their meeting on April 25, 2024, Sgt. Swavely and myself were invited and will attend this meeting. Officer Ziegler informed me that he has completed his Master's Degree Program in Criminal Justice, specializing in Public Management and Leadership, at Walden University. Officer Ziegler did an outstanding job and commitment in continuing his education in law enforcement. The police department is in the process of accepting applications for police officer, the deadline for applications is March 8th, 2024 and we have received 2 applications. If anyone wishes to apply or knows someone interested, please encourage them to apply. Mr. Stouch commented that he doesn't feel comfortable just settling for someone if we don't receive qualified applicants, maybe we should think about the possibility of sending a candidate through the academy.

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.

Solicitor McKenna submitted a written report to the Board of Supervisors.

GF&R Report

Chief Duncan gave an overview of the January 2024 report: 7 building fires, 1 vehicle fire, 3 electrical fire outside, 3 EMS assists, 2 accident with injuries, 1 vehicle rescue, 4 gas leaks, 10 fire police calls, 1 police assist, 1 standby/relocate, 5 fire alarms, 2 special service, 3 citizen complaints. Total incidents for January 2024 was 43, the fire company in service time was 163 hours, 38 minutes.

ESB Meeting Minutes from February 12th, 2024 – since the ESB is an advisory Board, there is no need for the BOS to approve the minutes of their meeting. Next ESB meeting is April 8th, 2024 at 6pm. Copies of the ESB minutes are available in the lobby.

GACAS Report – Chief Doucette gave a brief overview of the GACAS 2023 Year End Report; the report is available in the Township lobby. Chief Doucette commented that in July 2022 GACAS was faced with the real possibility of having to close their doors and go out of service but through the support of Douglass Township, innovative leadership on the part of its Board, Line Officers, and the hard work of its employees we were able to stave off closing and lead GACAS to have one of its most productive years in its history. This would not have been possible without our community, staff and volunteers coming together to guide GACAS to the path of success it now enjoys. In 2023 we grossed \$132,412 more than 2022. GACAS is 100% staffed, stocking supply

costs have been reduced from 2021-2022 by 5%, fleet maintenance costs are down due to in-house repairs, all outstanding debt has been paid off with the exception of our building equity loan, we have hired a bookkeeper. Chief Doucette thanked Treasurer O'Donnell for all her assistance through financing issues. This will be our first year of obtaining funding through New Hanover Township. We are currently working on a FEMA grant and a grant through the State Fire Commissioners Office for replacement of our aging fleet. We are looking for opportunities to grow, possibly becoming an EMT Training site.

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

Roster Approval (for eligible volunteer first responders from GF&R for tax credit status) -- Chief Duncan provided the Board with a roster of certified volunteer firefighters eligible to receive the local earned income tax credit and the local property tax credit by accruing 200 points or more as required by Ordinance 2023-06 for calendar year 2023 (approval needed by the BOS).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the roster of certified volunteer firefighters eligible to receive Local Earned and Local Property tax credits for calendar year ending 2023 as outlined in Ordinance 2023-06. Bergstresser – Recused himself from voting because of financial gain, Stouch-Aye, Carpenter-Aye. Motion passed. Chief Duncan stated that the County is now using this tax credit modelled off of Douglass Township.

Public Works Report – Mike Heydt

No report.

Manager's Report – Peter Hiryak

1. Schedule of Meetings:
 - a. Monday March 4th, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday March 14th, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm.**
2. Aerial Photography (Gilbertsville) – Greg Cromer asked the Board if they would be interested in purchasing a photograph of Douglass Township. His company provides aerial photo townscapes for municipalities in the area and also provides other services. The Board stated that they will discuss it for a future date.
3. Township Manager Position (4 interviews scheduled) – Mr. Hiryak commented that (4) interviews have been scheduled. There were ten applicants and we have four qualified for interviews with 1 being a current public official and 1 is a current employee. A resident asked who will be voting on the next manager, Mr. Hiryak said Supervisors Bergstresser & Carpenter, Solicitor McKenna and myself have been involved with the application reviews and the interview process.

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

Old Business/New Business

Building Renovation Project – Ms. Lee stated that a feasibility study was performed by Alloy5. The Township has received a proposal from Alloy5 in the amount of \$186,250.00 for Architectural and Engineering Services for the renovations to the Administration Building to include a set of plans with detailed cost analysis & sealed drawings to send out for Bidding purposes. Approval by the Board is requested.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the Alloy5 bid proposal in the amount of \$186,250.00 for architectural and engineering services for the renovations to the Administration Building including a set of plans w/detailed cost analysis for bidding purposes and sealed drawings. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No other old/new 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 8:03pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, March 4th, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



GILBERTSVILLE FIRE AND RESCUE COMPANY

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Fire Company Report – January 2024

INCIDENTS BY TYPE (857):

111 – BUILDING FIRE: 7
 131 – VEHICLE FIRE: 1
 161 – ELECTRICAL FIRE OUTSIDE: 3
 311 – ASSIST EMS – 3
 322 – ACCIDENT WITH INJURIES: 2
 350 – VEHICLE RESCUE: 1
 412 – GAS LEAK: 4
 551 – FIRE POLICE CALL: 10
 552 – POLICE ASSIST: 1
 571 – STANDBY/RELOCATE: 1
 745 – FIRE ALARM: 5
 900 – SPECIAL SERVICE: 2
 911 – CITIZEN COMPLAINT: 3
 OTHER: 0

TOTAL CALLS FOR THE MONTH: **43**
 CALLS YTD: **43**
 IN SERVICE TIME: **163 hrs. 38 mins.**
 IN SERVICE TIME YTD: **163 hrs. 38 mins.**

DAILY LOG HOURS

Administrative Hours: 67 Hours, 30 Minutes

Training Hours: 225 Hours, 30 Minutes

Meeting Hours: 57 Hours, 30 Minutes

RESPONSE BY MUNICIPALITY (972):

DOUGLASS TOWNSHIP: 31
 BOYERTOWN BOROUGH (BERKS): 1
 COLEBROOKDALE TOWNSHIP (BERKS): 3
 EARL TOWNSHIP (BERKS): 1
 NEW HANOVER TOWNSHIP: 2
 PENNSBURG BOROUGH: 1
 WASHINGTON TOWNSHIP (BERKS): 4
 OTHER: 0

MUTUAL AIDE GIVEN: **6**
 MUTUAL AIDE RECEIVED: **0**
 AUTOMATIC AIDE GIVEN: **7**
 AUTOMATIC AIDE RECEIVED: **11**

TRAINING FOR THE MONTH

- ENGINEERS NIGHT - EQUIPMENT CHECKS
- CHIMNEY FIRES
- CPR/FIRST AIDE/AED
- SCBA FIT TESTING

EMERGENCY RESPONSE

5:00PM – 6:00PM

BUSIEST TIME OF DAY

6 minutes, 12 seconds

AVERAGE TIME FROM
DISPATCH TO FIRST ARRIVING
UNIT

7.8 volunteers

AVERAGE PERSONNEL
PER CALL

Bally Community Ambulance Association Municipal EMS Report

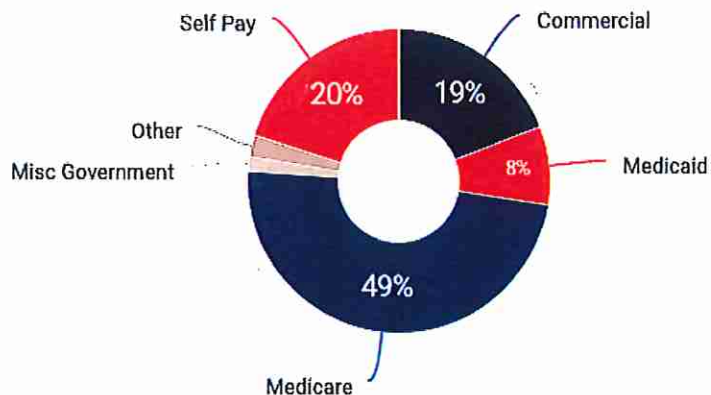
January 2024 Call Data

Calls by Municipality	Count	Pct
Bally, Berks	16	14.2
Bechtelsville, Berks	3	2.7
Boyertown, Berks	5	4.4
Colebrookdale (Township of), Berks	3	2.7
District (Township of), Berks	6	5.3
Douglass (Township of), Montgomery	6	5.3
East Greenville, Montgomery	1	0.9
Hereford (Township of), Berks	20	17.7
Longswamp (Township of), Berks	1	0.9
Pennsburg (RR name Pennsburg-East Greenville), Montg	4	3.5
Pike (Township of), Berks	3	2.7
Red Hill, Montgomery	2	1.8
Upper Hanover (Township of), Montgomery	8	7.1
Washington (Township of), Berks	35	31
Total	113	

Calls by Outcome	Day Shift	Night Shift	Total
ALS Assist	1	0	1
Cancelled	13	8	21
Lift Assist	3	2	5
No Patient Found	1	0	1
No Treatment Required	2	1	3
Patient Dead at Scene-Resuscitation Attempted without trans	1	0	1
Patient Refused Care	3	2	5
Treated, Transported ALS	39	19	58
Treated, Transported BLS	11	7	18
Total:	74	39	113

January By the Numbers:

- Washington = 35
- Hereford = 20
- Bally = 16
- Upper Hanover = 5
- District/Douglass = 6
- Billing Income = \$46,181.70
- Membership Income = \$83,485.00
- Total Income in Jan = \$145,227.78
- Total Expenses in Jan = \$60,929.28
- Net Income = \$84,298.28



Bally Community Ambulance Association Municipal EMS Report

- There is positive movement in Berks County towards sustainable funding for EMS in our County
 - Berks County EMS Working Group has been meeting with members of the Committee for Excellence in Local Government
 - After multiple meetings over the several months we met this week to review a draft report which will be presented at the Municipal Officials Dinner at Albright College on March 14, 2024
 - Keynote Speaker will be Ken Hellendall at the dinner and will be talking about the crisis in our industry
 - Highlighted items are:
 - Sustainable funding
 - Need for municipal support
 - Funding options – Tax vs Municipal wide membership
 - Staffing shortages in EMS
 - Need to educate public on financial state of EMS in PA

- Bally Ambulance Officer Line for 2024:
 - Chief – Michael Groff
 - Deputy Chief – Renee Sullivan
 - Assistant Chief – Jeff Ellick
 - Captain – Cody Whitfield
 - Lieutenant – Scott Reitnauer

Respectfully Submitted,

Michael B Groff

Michael B. Groff B.S., NRP, FP-C
Chief of Operations
Bally Community Ambulance Association

February 12th, 2024 Page 1

The meeting of the Douglass Township Emergency Services Board was called to order at 6:00PM. Members in Attendance were Supervisor Don Bergstresser, Township Manager Peter Hiryak and Township Treasurer Cindy O Donnell. Also in attendance were Emergency Services Board members including Fire Chief Andrew Duncan, Gilbertsville EMS Chief John Doucette, Bally EMS Chief Mike Groff, Chief Robert Evans, Fire Marshal Rick Smith, Mckenna Powanda, Matt Wojaczyk, Kim Stouch, Keith Long, Colleen Haines, Dean Brumbach and 5 resident.

Supervisor Don Bergstresser started the meeting with the Pledge of Allegiance.

Since this is the first meeting of the year, the Emergency Services Board needed to reorganize. Supervisor Don Bergstresser asked for nominations for chairman.

Andrew Duncan was nominated to chairman of the committee.

Rick Smith was nominated as vice chairman of the committee.

Andrew Duncan was nominated as secretary of the committee.

FIRE –

- a. Chief Duncan presented the highlights from his annual report.
- b. Montgomery County passed a tax credit resolution similar to the one that we just passed for volunteer fire and volunteer EMS in Montgomery County.
- c. Brews with the crew event to be held on May 4th from 4PM to 8PM. Food trucks, live music, beer and wine will be available.

POLICE –

- a. Department was evaluated on February 1, 2024 for accreditation. This Accreditation cycle the department has reached Premier Status with the program. Sgt. Swavely handled this cycle and did a great job.
- b. New Police Car is ordered. Build date not provided.
- c. There have been 2 arrests in relation to the shooting that occurred in November in the area of Bow Lane. Chief Evans wanted to thank all of the first responders for their hard work with this incident.
- d. Scheduling software has been ordered for the department and should be placed in service in the next 90 days.
- e. Additional security being added to the police station including cameras, and door key pads for rapid access in the event of an emergency.
- f. Chief Evans is currently exploring the process to have officers certified in child seat safety checks. More information to come.
- g. Hiring two police officers. Applications being accepted until March 8, 2024. Expected to see officers on the street end of May.

FIRE MARSHAL –

- a. 2 fire investigations for the month. Total property loss estimated at \$87,000.00
- b. 2 building investigations. One carbon monoxide incident closed a business until repairs were made and one was broken water pipes at Boston Market.
- c. 1 plan review for fire hydrant locations – 749 Congo Road
- d. One burn ordinance investigation on Summer Hill Drive.

EMERGENCY MANAGEMENT –

- a. Currently updating all emergency plans for 2024. Will need rosters of Gilbertsville and Bally Ambulance.
- b. Meeting with Lehigh Valley Health network to be held at the Douglass Township Administration Building at 1:00PM on February 22, 2024. LVHN would like to start as a meet and greet, discuss expectations of all entities and then head over to the site for a tour of the hospital.

EMS –

Gilbertsville Ambulance

- a. Chief Doucette reported the annual report as well as the monthly statistics of Gilbertsville Ambulance. GACAS responded to 1,616 calls in 2023. They are seeing their call volumes increase year over year and the amount of times that they are transporting to a hospital has reached 80%.
- b. Chief Doucette stated that since New Hanover Township has given one of the 332 primary coverage areas to Goodwill, he is seeing a larger number of cover calls to Pottstown Borough due to Goodwill covering calls in New Hanover now. The number of recalls has also doubled.
- c. Chief Doucette stated that he has kept in contact with New Hanover Township. They have earmarked \$100,000.00 in revenue for EMS services. They are currently working on a matrix to disburse the funds to the 5 ambulance entities that service the township. In 2024, there will be two disbursements, one in July, one in December. The matrix may be a per call disbursement.
- d. GACAS has hired a book keeper to assist with treasurer responsibilities. They have also completed some capital outlay projects including a generator replacement, fire alarm replacement and other needed upgrades.

Bally Ambulance

- a. Chief Groff presented the annual report as well as the monthly statistics of Bally Ambulance. Bally responded to 1,549 calls for service in 2023. 91 of those calls were in Douglass.
- b. Chief Groff has been participating in Pennsylvania's local governments committee and they are discussing the EMS crisis in Pennsylvania. They will be holding a dinner on March 14th and Chief Groff will attend.

- c. Chief Groff continues to meet with all 8 of the municipalities in which Bally Ambulance serves. He is currently spending a lot of time educating the municipalities on their services and the costs associated with operating an ambulance. Chief Groff believes that all municipalities are on board with considering EMS funding.

The Emergency Services Board was surprised to see how similar the two entities were with call volumes, budgets and equipment.

Mr. Duncan stated that he believes that a goal of the Emergency Services Board in 2024 should be how to appropriately and fairly distribute some of the EMS tax money to Bally Ambulance. A per capita distribution may not be the best way due to the amount of calls in their first due coverage area. We may also want to look at a per call fee. The emergency services board members agreed.

ADMINISTRATIVE -

- a. Upcoming meeting dates for the Emergency Services Board:
 - April 8, 2024 @ 6:00PM
 - June 10, 2024 @ 6:00PM
 - August 12, 2024 @ 6:00PM
 - October 14, 2024 @ 6:00PM
 - December 9 2024 @ 6:00PM

OLD BUSINESS/NEW BUSINESS –

- a. none

PUBLIC COMMENT –

- a. No public comment was made.

Meeting was adjourned.

ADJOURNMENT 6:55PM