

Douglass Township, Montgomery County

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AGENDA – March 18th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of March 4th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for March 18th, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
 - a. John Lee, 131 Niantic Rd Lot-Line Revision (P/A recommended approval)
6. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
7. Police Department Report – Chief Evans
8. Solicitor Report – Wendy McKenna, Esq.
 - a. Aqua Water Access and Survey Agreement (108 Municipal Drive) BOS Authorization Required.
9. Emergency Services Reports
 - a. GF&R Monthly Report
 - b. GACAS Monthly Report
 - c. ESB Meeting Monday April 8th, 2024 @ 6pm
10. Public Works – Mike Heydt
11. Manager's Report – Manager Peter Hiryak
 - a. Schedule of Meetings
 1. Monday April 1st, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 2. Thursday April 11th, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
 3. BOS Meeting Change – Wednesday April 17th, 2024
 - b. Township Manager Position – Appointment process update
 - c. Montgomery County Voter Service – Additional Polling Place for District #3. Douglass Township Lease Agreement (BOS approval required)
12. Old Business/New Business
 - a. Douglass Township Organizational Chart (for review)
13. Public Comment
14. Adjournment

NEXT MEETING MONDAY APRIL 1ST, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:07P.M. Attending were Chairman Joshua Stouch, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Pete Hiryak, Andrew Duncan, Khal Hassan of Pennoni & Associates, Chief Evans, Mike Heydt, McKenna Powanda, and approximately 17 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 6:55pm – 7:05pm involving personnel matters, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of March 4th, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the March 4th, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the March 18th, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the March 18th, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye. Motion passed.

Engineering Report – Khal Hassan

John Lee, 131 Niantic Rd Lot-Line Revision (P/A recommended approval) – Mr. Hassan said Mr. Lee is proposing a lot-line revision to lots 1 & 3 on his previously approved and recorded 5-lot subdivision and land development plan known as the Windemere Subdivision. A minor lot-line adjustment between lots 1 & 3 will result in decreasing lot #1 (131 Niantic Rd) by 19,650sf from 3.0372 acres to 2.5861 acres and increasing lot #3 (127 Niantic Rd) by 19,650sf from 10.3731 acres to 10.8242 acres. Pennoni recommends preliminary/final minor subdivision plan approval contingent the Applicant concurrently records the plan and legal descriptions upon the execution of the Preliminary/Final Plan Resolution

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Ms. McKenna to prepare a Preliminary/Final Plan Resolution for the John Lee Minor Lot-Line Revision on Niantic Road. Bergstresser-Aye, Stouch-Aye. Motion passed.

Treasurer's Report – Cynthia O'Donnell

The unpaid bills as of March 18th, 2024 is \$270,176.50. The unusual bills are Deere & Co for new park mower, Omega Systems for new recycling laptop, Penn Power Group for repairs to Hwy Truck 6 (State Aid), Perkiomen Watershed Conservancy for 2024 MS-4 stormwater membership, Pioneer Pole Buildings for GF&R shed paid from the ARPA Fund, TRM for 5 printer mounts in police vehicles, and YCG for speed timing devices (Police Dept). Copies of Unpaid Bills Detail Report are in the Township Lobby. Ms. O'Donnell stated that the 2023 Audit has been completed by Herbein. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of March 18th, 2024 in the amount of \$270,176.50. Bergstresser-Aye, Stouch-Aye. Motion passed.

Police Department Report – Chief Robert Evans

February 2024 Police Statistics: 560 calls for service, 6 reportable accidents, 14 non-reportable accidents, 8 criminal investigations, 1 criminal arrest, 113 traffic citations, and 3 non-traffic citations. Gilbertsville Elementary hosted a community reader day as part of our Read Across America Celebration. Ofc. Ziegler attended this event on March 6th and did an outstanding job representing our department and community. National Take-Back Initiative event is scheduled for Saturday, April 27th, 2024 from 10am to 2pm at the Douglass Township Police Department, 1456 E. Philadelphia Ave, Gilbertsville PA 19525. Douglass Township received

three TDX displays for the patrol vehicles. These devices are used as speed timing devices and replaced the outdated VASCAR units. With this purchase, patrol fleet now have this equipment in each vehicle to aid in their patrol duties. The police department is currently listed to receive a grant through Montgomery County for PLATELOGIQ equipment with expected installation in July 2024. This will provide advanced capabilities to the police department that will both aid in solving crimes and increase the level and degree of traffic enforcement and compliance in the Township. March 8th, 2024 was the final day for Police Applications. Our department is currently in the process of reviewing all submitted applications and will begin the interview process with 10 applicants chosen based upon their submitted applications. Interviews likely to begin the first week of April 2024. We are looking at purchasing car cameras for next year which also have plate reader capabilities. A resident asked what are the police mostly responding to, Chief Evans replied lately is has been thefts, gun violations, and assaults. No other questions were given

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

Solicitor Report – Wendy McKenna, Esq.

Aqua Water Access and Survey Agreement (108 Municipal Drive) BOS Authorization Required - Solicitor McKenna said there is a Temporary Access Permit/Survey Permission that approval is requested from the BOS to allow Aqua PA, its affiliates, agents, employees, contractors, and the appropriate federal, state, and local agencies, permission to enter upon premises to conduct such surveys, drilling, appraisals, examinations, and tests necessary (including the right to drill holes for testing soil and bedrock) for a proposed water tank project at 108 Municipal Drive. Ms. McKenna also stated that her office is working on the public hearing advertisement for the Codification Ordinance April 17th, 2024. This ordinance is being reviewed by the Township P/A and MCPC.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Temporary Access Permit – Survey Permission to allow access to Aqua PA and its affiliates to 108 Municipal Drive to conduct surveys and testing of soil & bedrock for a proposed water tank project. Bergstresser-Aye, Stouch-Aye. Motion passed.

GF&R Report

Chief Duncan gave an overview of the February 2024 report: 2 building fires, 1 vehicle fire, 3 electrical fire outside, 5 EMS assists, 2 accident with injuries, 1 accident with no injuries, 2 gas leaks, 8 fire police calls, 1 false alarm/false call, 3 fire alarms, and 2 citizen complaints. Total calls for February 2024 was 30, the fire company in service time was 84 hours, 46 minutes. Average response time 4 minutes, 40 seconds. Chief Duncan also stated that GF&R was the recipient of a \$2500 grant from the Wawa Foundation which will be used to purchase an electric vehicle blanket to extinguish electric vehicle fires and a plug kit.

GACAS Report – Ms. Geisinger stated that Chief Doucette’s resignation is effective April 1st, 2024, the interim Chief will be Angela Erb. GACAS was informed by Manager Jamie Gwynn that New Hanover Township has agreed to contribute to GACAS, they are splitting funding between the area ambulance services so the amount is unknown at this time. February 2024 total calls 131, 71 ALS, 47 BLS, 2 Assists.

Public Works Report – Mike Heydt

No report.

Manager’s Report – Peter Hiryak

1. Schedule of Meetings:
 - a. Monday April 1st, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday April 11th, 2024, P/A Meeting @ 7pm – **Workshop @ 6pm**. BOS Meeting on Monday April 15th has been rescheduled for Wednesday, April 17th, 2024, Agenda Meeting @ 6:30pm, BOS Meeting @7pm. This has been rescheduled due to the PSATS Conference being held on Monday the 15th.
2. Township Manager Position (Appointment process update) – Mr. Hiryak said that it is a very difficult decision to choose between the two candidates. Supervisor Carpenter could not attend this evening due to

a scheduling conflict with work so there will be no announcement this evening. This will be on the agenda for April 1st, 2024 BOS Meeting.

3. Montgomery County Voter Services – Additional Polling Place for District #3. Douglass Township Lease Agreement (BOS approval required). The Douglass Township Administration Building has unofficially been approved as a temporary polling site for the 2024 Election for District #3. A lease agreement has been prepared between the Montgomery County Board of Elections and Douglass Township for use of the Administrative Building as a temporary District 3 polling site. This is a year to year lease agreement. Approval is required by the Board.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the temporary Lease Agreement between Montgomery County Board of Elections and Douglass Township for use of the Douglass Township Administration Building as the District 3 polling site for the 2024 Election. Bergstresser-Aye, Stouch-Aye. Motion passed.

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

Old Business/New Business

The manager gave the Board of Supervisors a 2024 Organizational Chart for their review.

Public Comment

No comment was given.

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

The next Board of Supervisor's Meeting will be held on Monday, April 1st, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



GILBERTSVILLE FIRE AND RESCUE COMPANY

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Fire Company Report – February 2024

INCIDENTS BY TYPE (857):

- 111 – BUILDING FIRE: 2
- 131 – VEHICLE FIRE: 1
- 161 – ELECTRICAL FIRE OUTSIDE: 3
- 311 – ASSIST EMS – 5
- 322 – ACCIDENT WITH INJURIES: 2
- 324 – ACCIDENT WITH NO INJURIES: 1
- 412 – GAS LEAK: 2
- 551 – FIRE POLICE CALL: 8
- 700 – FALSE ALARM OR FALSE CALL: 1
- 745 – FIRE ALARM: 3
- 911 – CITIZEN COMPLAINT: 2
- OTHER: 0

RESPONSE BY MUNICIPALITY (972):

DOUGLASS TOWNSHIP: 18

- COLEBROOKDALE TOWNSHIP (BERKS): 2
- EARL TOWNSHIP (BERKS): 1
- NEW HANOVER TOWNSHIP: 4
- UPPER POTTS GROVE: 3
- WASHINGTON TOWNSHIP (BERKS): 1
- BECHTELSVILLE BOROUGH (BERKS): 1
- OTHER: 0

MUTUAL AIDE GIVEN:	6
MUTUAL AIDE RECEIVED:	0
AUTOMATIC AIDE GIVEN:	6
AUTOMATIC AIDE RECEIVED:	4

TOTAL CALLS FOR THE MONTH:	30
CALLS YTD:	73
IN SERVICE TIME:	84 hrs. 46 mins.
IN SERVICE TIME YTD:	248 hrs. 24 mins.

TRAINING FOR THE MONTH

- ENGINEERS NIGHT - EQUIPMENT CHECKS
- HAZ MAT OPS. REFRESHER
- UGI GAS SAFETY
- BLOODBORNE PATHOGENS
- HOSELINE ADVANCEMENT

DAILY LOG HOURS

Administrative Hours: 8 Hours, 30 Minutes

Training Hours: 358 Hours, 30 Minutes

Meeting Hours: 33 Hours, 0 Minutes

EMERGENCY RESPONSE

5:00PM – 7:00PM

BUSIEST TIME OF DAY

4 minutes, 40 seconds

AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT

7.6 volunteers

AVERAGE PERSONNEL PER CALL

Total Calls for the month

Total Calls
131

Total ALS Calls

Incident Number
71

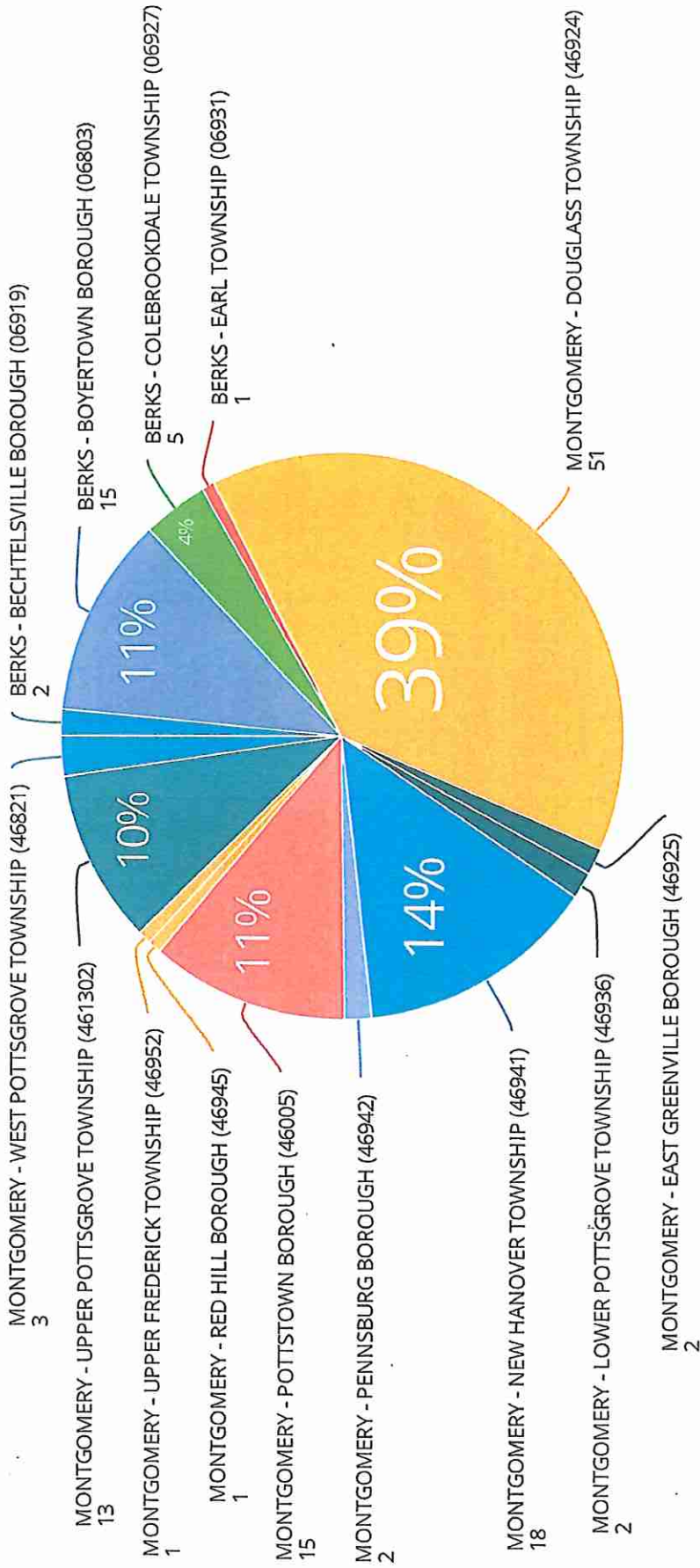
BLS total calls

Incident Number
47

Total Agency, Assist Calls

Total Agency, Assist Calls
2

Zone Chart



Incident Numbr

Scene Zone	Municipal Totals
BERKS - BECHTELVILLE BOROUGH (06919)	2
BERKS - BOYERTOWN BOROUGH (06803)	15
BERKS - COLEBROOKDALE TOWNSHIP (06927)	5
BERKS - EARL TOWNSHIP (06931)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	51
MONTGOMERY - EAST GREENVILLE BOROUGH (46925)	2
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	2
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	18
MONTGOMERY - PENNSBURG BOROUGH (46942)	2
MONTGOMERY - POTTS TOWN BOROUGH (46005)	15
MONTGOMERY - RED HILL BOROUGH (46945)	1
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	1
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	13
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	3

Total Recalls
19