



# Douglas Township, Montgomery County

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AGENDA – April 17<sup>th</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of April 1<sup>st</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for April 17<sup>th</sup>, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
6. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
7. Police Department Report – Chief Evans
  - a. Police Applicant Interviews Update
  - b. Police Records Disposition Resolution (BOS Approval Required)
8. Solicitor Report – Devin Ralph, Esq.
  - a. Township Manager Position (Contract Approval – Andrew Duncan)
9. Emergency Services Reports
  - a. GF&R Monthly Report
  - b. GACAS Monthly Report
  - c. ESB Meeting Minutes Monday April 8<sup>th</sup>, 2024
  - d. Additional Fire Police (3) to be recognized
10. Public Works – Mike Heydt
  - a. Borough of Boyertown – Madison St sewer detour to Montgomery Ave/E Phila Ave intersection (Letter of Approval and hold harmless clause)
  - b. John Deere roadside blower purchase (Budgeted \$5800)
11. Manager's Report – Manager Peter Hiryak
  - a. Schedule of Meetings
    1. Monday May 6<sup>th</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
    2. Thursday May 9<sup>th</sup>, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
  - b. Recycling Dept – List old mower on Municibid (BOS Authorization)
  - c. Herb Real Estate/Greg Herb/Thank You (Act 902 Grant – Property Maintenance Analysis – Recycling Center)
  - d. ZHB (3) Applications (P/A 4/11/24, BOS 5/6/24, ZHB 5/15/24)
    1. Middle Creek Rd – Gunsmith
    2. Huntsville Dr – Accessory Use Coverage (in-ground pool)
    3. Noble Ln – R-2 Coverage (Deck & Shed)

12. Old Business/New Business

- a. Douglass Township Organizational Chart and Employee Handbook (reviews continuing)
- b. Perkiomen Project Advisory Committee – Stormwater representatives (Township Manager & Roadmaster)
- c. Advertise for a Zoning Officer/Building Code Official
- d. PA Primary Election Day – Tuesday April 23<sup>rd</sup>, 2024 – polls open 7am and close 8pm  
District #3 Polling will be at Douglass Township Administration Building

13. Public Comment

14. Adjournment

**NEXT MEETING MONDAY MAY 6<sup>TH</sup>, 2024 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:09P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Devin Ralph, Manager Pete Hiryak, Andrew Duncan, Cynthia O'Donnell, Khal Hassan of Pennoni & Associates, Chief Evans, Mike Heydt, McKenna Powanda, and approximately 45 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 6:50pm – 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 April 1<sup>st</sup>, 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 April 1<sup>st</sup>, 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 April 17<sup>th</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the April 17<sup>th</sup>, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made at 7:10pm by Mr. Stouch, seconded by Mr. Bergstresser to suspend the agenda to acknowledge Mr. Hiryak's 34 years of service to Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch announced that this is Mr. Hiryak's last meeting as Township Manager and there are some very distinguished guests here this evening to present some certificates to you. Sen. Tracy Pennycuick was unable to attend this evening however a representative of her office presented Mr. Hiryak with a Citation from the State Senate for 34 Years of Service to Douglass Township, Rep. Donna Scheuren also was unable to attend the meeting this evening and a representative from her office presented Mr. Hiryak with a Citation for 34 Years of Service to the residents of Douglass Township from the House of Representatives. Mr. Stouch presented Mr. Hiryak with a Citation from PSATS for 34 Years of Service to Douglass Township. He also stated that he has a Citation coming from the White House (President & Mrs. Biden). Mr. Hiryak thanked Senator Pennycuick & Rep. Donna Scheuren's offices and PSATS for the Citations. The Township employees, supervisors, the professional staff, and the residents all wished him a happy retirement. Mr. Hiryak stated that he was surprised at the turnout this evening and all the heartfelt wishes that he has received from the Douglass Township staff and residents. He acknowledged the presence of his family and thanked them all for taking the time to attend this evening. The regular meeting resumed at 7:50pm.

#### **Engineering Report – Khal Hassan**

No Report

#### **Treasurer's Report – Cynthia O'Donnell**

The unpaid bills as of April 17<sup>th</sup>, 2024 is \$277,128.46. The unusual bills are Alloy5 Architecture for renovation designs (ARPA), Aqua-Life to purchase trout for the rodeo (Rec Fund), Herbein+Company for 2023 audit, Port A Bowl for trout rodeo washstand & bathroom (Rec Fund), and Suburban Water for water treatment replacement & testing (ARPA).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of April 17<sup>th</sup>, 2024 in the amount of \$277,128.46. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Police Department Report – Chief Robert Evans**

March 2024 Police Statistics: 717 calls for service, 3 reportable accidents, 0 non-reportable accidents, 10 criminal investigations, 0 criminal arrest, 77 traffic citations, and 11 non-traffic citations. Police Department is now on the Prison Program and onboarding completed on April 4<sup>th</sup>, 2024. The department can now utilize the Booking Center for all arrests, which will greatly aid the amount of time officers spend on arrest situations. National Drug Takeback Event will be on April 27<sup>th</sup>, 2024 from 10am-2pm at the DT Police Department, 1456 E Philadelphia Avenue in Gilbertsville. All unwanted or expired medication can be dropped off at the station during this time. On April 2<sup>nd</sup> & 3<sup>rd</sup> police candidate interviews were conducted on the top 10 applications received for the position of police officer. Top 5 candidates were chosen based on the interviews and will be presented to the Board of Supervisors to schedule Formal Interviews. The entire police department would like to thank Pete Hiryak for his years of service and support. It was greatly appreciated and he will be missed. Congratulations on your retirement as it is well deserved. Good luck on your next adventure.

Police Records Disposition Resolution #04172024-01 for disposition of Animal Enforcement records from 1990-2014, Motor Vehicle Accidents from 2015-2018, and Criminal History/Investigatory Case Files from 1978-2003 as set forth in the Municipal Records Manual approved December 16, 2008 (as amended March 28, 2019).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution #04172024-01 for the disposition of Animal Enforcement Records (1990-2014), Motor Vehicle Accidents (2015-2018), and Criminal History/Inventory Case Files (1978-2003) in accordance with the Municipal Records Manual approved December 16, 2008 (as amended March 28, 2019). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

**Solicitor Report – Devin Ralph, Esq.**

Township Manager Position (Contract Approval – Andrew Duncan) – Approval is needed for Andrew Duncan’s Contract as Township Manager.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Township Manager Contract for Andrew Duncan subject to final review by the Solicitor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**GF&R Report**

Chief Duncan stated that copies of the GF&R and GACAS Reports are available in the lobby. ESB Meeting Minutes Monday April 8<sup>th</sup>, 2024 – no questions were given on the minutes.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the ESB Meeting Minutes for April 8<sup>th</sup>, 2024. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Additional Fire Police (3) to be added to the roster – Chief Duncan asked for approval to add Kenneth Kratz, Roy Olon, and Vicente Ramirez to the active Fire Police list.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the addition of Kenneth Kratz, Roy Olon, and Vicente Ramirez to the active Fire Police list. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Public Works Report – Mike Heydt**

Borough of Boyertown – Madison St sewer detour to Montgomery Ave/E. Phila Ave intersection (Letter of Approval and hold harmless clause) – A letter will be drafted and reviewed by Legal.

John Deere roadside blower purchase (Budgeted \$5800) – approval requested

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the purchase of a John Deere Roadside Blower for the budgeted amount of \$5800. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Manager's Report – Peter Hiryak**

1. Schedule of Meetings:

- a. Monday May 6<sup>th</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday May 9<sup>th</sup>, 2024, P/A Meeting @ 7pm – **Workshop @ 6pm.**

2. Recycling Department – list old mower on Municibid (BOS Authorization)

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for authorization to advertise the sale of the old recycling department mower on Municibid. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Herb Real Estate/Greg Herb – the Supervisors thanked Mr. Herb for all his help with the Act 902 Grant for the property value analysis.

4. ZHB (3) Applications (P/A 4-11-24, BOS 5-06-24, ZHB 5-15-24) – Mr. Hiryak said there are 3 zoning hearing board applications for Middle Creek Rd (Gunsmith Home Occupation), Huntsville Dr – Accessory Use Coverage (in-ground pool), and Noble Ln R-2 Coverage (Deck & Shed).

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**

Douglass Township 2024 Organizational Chart and Employee Handbook (reviews continuing)

Perkiomen Project Advisory Committee – Stormwater representatives will be Manager Andrew Duncan and Roadmaster Heydt for meeting on May 15<sup>th</sup>, 2024 @ 2pm.

Advertisement for a Zoning Officer/Building Code Official – (review only)

PA Primary Election Day – Tuesday April 23<sup>rd</sup>, 2024 – Polls open at 7am and close 8pm, District #3 polling will be at Douglass Township Administration Building.

**Public Comment**

No comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 8:10pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, May 6<sup>th</sup>, 2024 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler



# GILBERTSVILLE FIRE AND RESCUE COMPANY

1454 E. PHILADELPHIA AVENUE P.O. BOX 454 GILBERTSVILLE, PA. 19525

www.gilbertsvillefireandrescue.com | 610.367.0277

## Fire Company Report – March 2024

### INCIDENTS BY TYPE (857):

111 – BUILDING FIRE: 5  
 311 – ASSIST EMS – 6  
 322 – ACCIDENT WITH INJURIES: 1  
 350 – RESCUE OTHER: 1  
 424 – CARBON MONOXIDE INCIDENT: 2  
 551 – FIRE POLICE CALL: 4  
 745 – FIRE ALARM: 3  
 911 – CITIZEN COMPLAINT: 1  
 OTHER: 0

### RESPONSE BY MUNICIPALITY (972):

**DOUGLASS TOWNSHIP: 14**  
 EARL TOWNSHIP (BERKS): 1  
 NEW HANOVER TOWNSHIP: 4  
 UPPER POTTS GROVE: 1  
 BOYERTOWN BOROUGH (BERKS): 1  
 BECHTELSTOWN BOROUGH (BERKS): 1  
 OLEY TOWNSHIP (BERKS): 1  
 OTHER: 0

MUTUAL AIDE GIVEN: **4**  
 MUTUAL AIDE RECEIVED: **0**  
 AUTOMATIC AIDE GIVEN: **5**  
 AUTOMATIC AIDE RECEIVED: **1**

TOTAL CALLS FOR THE MONTH: **23**  
 CALLS YTD: **96**  
 IN SERVICE TIME: **81 hrs. 9 mins.**  
 IN SERVICE TIME YTD: **329 hrs. 34 mins.**

### TRAINING FOR THE MONTH

- ENGINEERS NIGHT -EQUIPMENT CHECKS
- EMERGENCY VEHICLE OPERATIONS
- PREPLANNING – JUDSON SMITH
- VEHICLE RESCUE TRAINING
- BASIC FIRE POLICE

### DAILY LOG HOURS

**Administrative Hours:** 12 Hours, 30 Minutes  
**Training Hours:** 304 Hours, 30 Minutes  
**Meeting Hours:** 31 Hours, 30 Minutes

## EMERGENCY RESPONSE

**2:00PM – 3:00PM**

BUSIEST TIME OF DAY

**3 minutes, 52 seconds**

AVERAGE TIME FROM  
DISPATCH TO FIRST ARRIVING  
UNIT

**7.9 volunteers**

AVERAGE PERSONNEL  
PER CALL

# Douglas Township Emergency Services Board

## Gilbertsville Area Community Ambulance Service

April 2024

### Call Volume:

| Month    | Douglas Township | New Hanover Township | Upper Pottsgrove Township | Mutual Aid | Total |
|----------|------------------|----------------------|---------------------------|------------|-------|
| January  | 46               | 25                   | 18                        | 48         | 137   |
| February | 51               | 18                   | 13                        | 49         | 131   |
| March    | 32               | 18                   | 14                        | 38         | 102   |

### Leadership Update

Angela Erb was promoted from Deputy Chief to Interim Chief of Operations replacing John Doucette.

Elias Scipio promoted to Captain.

Logan Kasper promoted to Lieutenant.

### Revenue:

Medicare and Medicaid increase in 2024.

GACAS 2024 membership drive.

GACAS 2024 rate increase.

### Employee Engagement:

Emergency Medical Technicians (14)

Advance Emergency Medical Technicians (6)

Paramedics (6)

Pre-Hospital Nurse (1)

New Hire Emergency Medical Technician (1)

New Hire Paramedic (1)

Total: 29

### Facilities and Equipment

Ambulance(s) received routine maintenance.

Fire alarm system updated.

Emergency generator updated.

### Training & Education

CPR class was hosted at GACAS.

CPR training was provided for the fire department.

Continuing education class with medical director was hosted at Boyertown Ambulance.

GACAS officers attending Mid-Atlantic Severe Situation Exercise hosted by Cooper University Healthcare.

### Organization Development

Added a bookkeeper to GACAS Board of Directors.

Adding two additional board members to the present board.

Added one advisory board position from Tower Health.

Updating GACAS Employee Handbook.

Review GACAS files and shredded outdated documents.

**April 8<sup>th</sup>, 2024 Page 1**

The meeting of the Douglass Township Emergency Services Board was called to order at 6:00PM by Andrew Duncan. Members in Attendance were Supervisors Don Bergstresser and Josh Stouch, and Township Treasurer Cindy O Donnell. Also in attendance were Emergency Services Board members including Fire Chief Andrew Duncan, Gilbertsville EMS representative Kermit Gore, Bally EMS Chief Mike Groff, Chief Robert Evans, Fire Marshal Rick Smith, Mckenna Powanda, Building Inspector Matt Wojaczyk, Kim Stouch, Keith Long, Colleen Haines, Dean Brumbach and 3 resident.

Chairman Josh Stouch started the meeting with the Pledge of Allegiance.

**FIRE –**

- a. 2024 fund drive letter will be distributed in the next week or so. The 2023 fund drive generated approximately \$41,704.67 with 595 returns which is a 15.5% return on letters sent out.
- b. The fire company is installing a firehouse floor system in the engine bay area of the firehouse. This will seal the concrete and add anti-slip to the floor. This investment was fully funded by a private donation from one of our members and from Global Advanced Metals.
- c. Berks County radio frequencies have been added to all Station 67 radios. This came at a cost of over \$11,000.00 for interoperability.
- d. Construction of the detached storage garage will begin the week of April 15<sup>th</sup>. This will enable the police department to take possession of the current detached storage building behind Turkey Hill so that both entities have an outside storage option.
- e. Traffic 67 will be displayed at FDIC in Indiana in the month of April.
- f. Brews with the crew event to be held on May 4<sup>th</sup> from 4PM to 8PM. Food trucks, live music, beer and wine will be available.

**POLICE –**

- a. See Attached document submitted by Chief Evans

**FIRE MARSHAL –**

- a. Fire inspection completed at Magnolia Childrens Academy on 2/16/2024
- b. Responded to a fire alarm at Dollar Tree. Alarm was pulled by a juvenile. While in the process of resetting the alarm, multiple safety issues were discovered including missing keys in knox boxes, suites not being labeled, and we were unable to reset the pull station due to no key being available for the pull station device. We have since met with the property manager and are working to address all of the issues that were identified by the fire marshal and fire chief.
- c. Two burn ordinance investigations.

**EMERGENCY MANAGEMENT –**

- a. No Report



EMS –

Gilbertsville Ambulance

- a. See attached report submitted by Gilbertsville Ambulance
- b. Cindy ODonnell is still waiting for a corrected invoice from Stryker so that she can pay the invoice.

Bally Ambulance

- a. See attached report submitted by Bally Ambulance

CODE ENFORCEMENT –

- a. Lehigh Valley Hospital is about two weeks away from receiving Certificate of Occupancy. From that point LVHN will work on in house training on the new facility. LVHN is targeting the middle of June for opening to the public. The medical office building is about a month behind the hospital on construction.

ADMINISTRATIVE -

- a. Upcoming meeting dates for the Emergency Services Board:
  - 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. Andrew Duncan started the discussion of the creation of a fair funding metric for the EMS tax money that is collected in the township. Currently there are two EMS entities in the township that have first due coverage area, Gilbertsville and Bally. Currently only one entity is receiving the tax money allocation. There are a few reasons for how this is being distributed currently. The main reason is that Gilbertsville Ambulance was no longer able to sustain its operations and would have closed without any local government help. This would have had a catastrophic effect on neighboring EMS agencies and would have extended response times to our residents. With this in mind, the Board of Supervisors created an ordinance and resolution for tax funding to ensure that Gilbertsville EMS would be able to operate. Part of this was changing Gilbertsville EMS bylaws to allow township representation with voting rights onto their board. The second piece was a dissolution clause, if Gilbertsville EMS failed to provide service, all assets and equipment would transfer in the name of Douglass Township.

Andrew Duncan stated that if the township is looking to create a fair funding metric to fund both Gilbertsville and Bally Ambulance with EMS tax funding, then this should be the priority of the ESB board in 2024. Chief Groff from Bally EMS stated that they are currently in the process of revising by-laws, and have an open seat on their board that they would like to offer to a Douglass Township Representative.

Josh Stouch stated that a review of the Township Ordinance and Resolution for the EMS tax would need to be reviewed and revised to utilize tax money to fund Bally EMS. Currently it recognizes Gilbertsville EMS as the township service provider.

The ESB board also shared concern that we want to make sure that we create a funding metric that keeps Gilbertsville stable with funding, but also provide an appropriate amount to Bally EMS as well. If we do not fund each entity appropriately, we will put ourselves back in the same situation with one entity not being able to sustain its operations.

The Emergency Services Board agreed that this is an important topic and to work together on an EMS funding metric in 2024.

PUBLIC COMMENT –

- a. Kimberlee Stouch asked if there was any further discussions with Lehigh Valley Hospital and the local ambulance entities. She stated that there was supposed to be discussions about transport services among other things. Chief Groff stated that he has heard that they are in the process of setting up a meeting with the EMS agencies and he will let us know when that is. Josh Stouch stated that the township would also like to be involved in those meetings. The ESB board wants to make sure that this does not add an additional burden on EMS or take our primary ambulance out of the area to complete transports for the hospital.

Meeting was adjourned.

ADJOURNMENT 7:10PM