



# Douglas Township, Montgomery County

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AGENDA – May 20<sup>th</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
  - a. Executive Session held Saturday 5/11/2024 – following police candidate interviews, regarding personnel and real estate matters.
  - b. Executive Session held Tuesday 5/14/2024 - regarding potential litigation and personnel matters.
4. Public Hearing – Codification – Ordinance #2024-02 (BOS Adoption Required)
5. Minutes of May 6<sup>th</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for May 20<sup>th</sup>, 2024 – additions, corrections, motion for approval.
6. Zoning Hearing Applications (2):
  - a. 167 Pinehurst Way, R1-A Zoning District (Building Coverage Variance Request)
  - b. 191 Schlegel Rd, R-1 Zoning District (Variance of By-Right Use Regulations)
7. Engineering Report – Brian Keaveney
  - a. 288/296 Hoffmansville Rd – Lot Line Revision – Consideration for Approval
  - b. 303/305 Gilbertsville Rd, Escrow Release #2 (\$313,378.10)
8. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Budget Amendment
9. Police Department Report – Chief Evans
  - a. Monthly Report
  - b. Accreditation Presentation
10. Solicitor Report – Wendy McKenna, Esq.
11. Emergency Services Reports
  - a. GF&R Monthly Report
  - b. GACAS Monthly Report
  - c. Bally Report
12. Public Works – Mike Heydt
  - a. Extend 1-Year Equipment Rental – Sacks & Sons Paving – Consideration for Approval

13. Manager's Report – Manager Andrew Duncan

- a. Schedule of Meetings
  1. Monday June 3<sup>rd</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm or consideration to cancel.
  2. Thursday June 13<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6pm**
- b. Approval to proceed with USDA Loan Pre-application process
- c. Request for Authorization to solicit proposals to finance admin building renovations
- d. Parks – Hire Budgeted P/T Summer Help @ \$17.00 per hour starting June 1<sup>st</sup>, 2024 (Jeremy Neiman)
- e. Recycling Dept – Hire (1) P/T Worker @ \$17.00 per hour (Don Parker)
- f. ZHB Decisions (3):
  1. 265 Middle Creek Rd, R-1 Zoning District – Gunsmith Home Occupation (Use Variance) – Granted with conditions
  2. 110 Noble Ln, R-2 Zoning District – (Accessory Building Coverage Variance-Deck & Shed) – Granted with conditions
  3. 45 Huntsville Dr, R-2 Zoning District – (Accessory Building Coverage Variance-inground pool) – Granted with conditions

14. Old Business/New Business

15. Public Comment

16. Adjournment

**NEXT MEETING MONDAY JUNE 17<sup>th</sup>, 2024 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Cynthia O'Donnell, Brian Keaveney of Pennoni & Associates, Chief Evans, Mike Heydt, McKenna Powanda, and approximately 16 residents/developers. A reporter was present.

Ms. Carpenter led in the Pledge of Allegiance and announced that there was no Executive Session held this evening however an Executive Session was held on Saturday May 11<sup>th</sup>, 2024, following the police candidate interviews, regarding personnel and real estate matters – no action was taken. An Executive Session was also held on Tuesday May 14<sup>th</sup>, 2024 regarding potential litigation and personnel matters, no action was taken.

**Public Hearing for Codification Ordinance #2024-02 (BOS Adoption Required)**

Ms. McKenna opened the public hearing at 7:02pm and stated that this Ordinance is for codification combining of all the ordinances into one with a user-friendly search engine placed on the Township website available for public use. Exhibits include: T-1 BOS Minutes of March 4<sup>th</sup>, 2024; T-2 P/A Minutes of April 11<sup>th</sup>, 2024; T-3 Montgomery County review letter dated 3/20/24; T-4 Legal Notice published in the Mercury; T-5 Ad published on 5/3/24 & 5/10/24; T-6 Email to Law Library; and T-7 Ordinance. No questions or comments were given. The hearing was closed at 7:05pm, Ms. McKenna announced that the Board may approve the ordinance at this time if they wish to do so.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Ordinance #2024-02 for Codification of the Douglass Township, Montgomery County ordinances. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Ms. Carpenter asked if there were any additions, corrections, or comments to the minutes of May 6<sup>th</sup>, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the minutes of the May 6<sup>th</sup>, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Ms. Carpenter asked if there were any questions, comments, or corrections to the May 20<sup>th</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the May 20<sup>th</sup>, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Carpenter-Aye. Motion passed.

**Zoning Hearing Board Applications (2) Scheduled for May 29<sup>th</sup>, 2024 @ 5:30pm:**

167 Pinehurst Way, R1-A Zoning District (Building Coverage Variance Request) – applicants propose to construct a 673 sq. ft. addition to be used as a first-floor master suite, this requires a variance from Section 352.6 because the total building coverage will exceed the allowed 10% coverage by 2.22%. Stormwater plans have been supported by Pennoni.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to support the proposed variance from the allowable building coverage of 10% to exceed coverage by 2.22% for the 673 sq. ft. first-floor master suite addition. Bergstresser-Aye, Carpenter-Aye. Motion passed.

191 Schlegel Rd, R-1 Zoning District (Variance of By-Right Use Regulations) – the subject property is 9.89 acres and has an existing residence, barn, shed, and a 40x30ft. two car/two-story detached garage. Applicants propose to convert the second story of the garage into a one-bedroom apartment which requires a variance from Section 301.1 of the R-1 zoning ordinance which states single-family dwelling use. Mr. Duncan stated that the applicants already constructed the apartment without permits, we know this because they have advertised this apartment for rent. It was noted that the P/A had a neutral stance on this proposal.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to request the Solicitor to write a letter to the Zoning Hearing Board addressing the Board of Supervisors concerns involving this proposal. Bergstresser-Aye, Carpenter-Aye. Motion passed.

**Engineering Report – Brian Keaveney**

288/296 Hoffmansville Rd, Lot Line Revision (consideration for approval) – the applicant is proposing a lot line adjustment involving 288/294/296 Hoffmansville Road. Lot 1, 296 Hoffmansville Road consists of .6952 acres owned by David & Nongkran Shuhler; Lot 2, 288 Hoffmansville Road consists of 4.4585 acres owned by Caroline Jones; and 294 Hoffmansville Road consists of .0835 acres also owned by David & Nongkran Shuhler and is located in between lots 1 & 2. The proposal is to decrease Lot 2 (Caroline Jones) by 2.0463 acres leaving it with 2.4122 acres and adding the 2.0463 acres to Lot 1 while also consolidating 294 Hoffmansville Road (Shuhler property) of .0835 acres with Lot 1 increasing Lot 1 to a total of 2.8250 acres. This was recommended by Pennoni Associates.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize Ms. McKenna to prepare a Preliminary Final Plan Resolution for the 288/296 Hoffmansville Road Lot-Line Revision. Bergstresser-Aye, Carpenter-Aye. Motion passed.

303/305 Gilbertsville Rd, Escrow Release #2 (\$313,378.10) – a request for escrow release #2 for 303/305 Gilbertsville Road, Wexford Court LLC was received on 5/16/2024, a site visit was conducted on 5/07/2024 to verify the items and quantities requested for release. Pennoni recommended the release in the amount of \$313,378.10.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve Escrow Release #2, as recommended by the Engineer, for 303/305 Wexford Court LLC in the amount of \$313,378.10. Bergstresser-Aye, Carpenter-Aye. Motion passed.

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

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

The unpaid bills as of May 20<sup>th</sup>, 2024 is \$641,675.62. The unusual bills are All Traffic Solutions for traffic suite app for police department, Alloy5 Architecture for renovation designs (ARPA), BCIU for tax login fee, Borough of Pottstown for police department lock-up fees, H A Thomson for New Managers Bond, Matthew Bender & Co for 2024 PA Crime & Vehicle handbooks for police department, PARRC for the circuit rider payment, Susquehanna Municipal Trust for workers comp, and removing the bill for Sara Carpenter & the Stryker Sales LLC invoices from the bills to be paid.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of May 20<sup>th</sup>, 2024 in the amount of \$641,675.62. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Budget Amendment #1 – a budget amendment is needed for adjustment to the income for the Montco 2040 Project for 3 additional grants received by the Township and to adjust the Pickleball Court Project Budget. The bids received came in higher than expected.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve Budget Amendment #1 for the Montco 2040 Project. Bergstresser-Aye, Carpenter-Aye. Motion passed.

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

**Police Department Report – Chief Robert Evans**

April 2024 Police Statistics: 695 calls for service, 6 reportable accidents, 20 non-reportable accidents, 7 criminal investigations, 5 criminal arrests, 71 traffic citations, and 4 non-traffic citations. Chief Evans stated that usually in the summer months we see an uptick in service calls and arrests. The Dutill family were the winners of the Gilbertsville Elementary School basket raffle this year. This family won the ride to school prizes for Douglass Township and New Hanover Township Police. On April 26<sup>th</sup>, 2024, myself and Sgt. Dyas picked up the lucky winners in the morning, escorted them to school and made sure they got to their classes safely. Congratulations to the Dutill family! On April 27<sup>th</sup>, 2024 from 10am to 2pm, Douglass Township Police hosted the Drug Takeback Event. All unwanted or expired medication were dropped off at the station during this time. A total of 102 pounds of medications were collected and dropped off to the DEA for appropriate disposal by Detective Castellucci.

Accreditation Presentation: The Douglass Township Police Department achieved their goal with this program and successfully completed our agency's assessment through the PA Law Enforcement Accreditation Commission (PLEAC). PLEAC meeting was held on April 25<sup>th</sup>, 2024 and received approval for re-accreditation. Our agency achieved Premium Status Accreditation for the second time and is only among the few in the State to have this designation. Chief Evans presented Sgt. Swavely with the Accreditation Award and announced that the Sergeant was our departments accreditation manager during this cycle and did a great job getting our department ready for our assessment. I am proud of this accomplishment which was more difficult due to our transfer to a new police station during this assessment cycle. Chief Evans also showed the Premium Status Plaque to the public and thanked the Board for their continued support with this program.

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

**Solicitor Report – Wendy McKenna, Esq.**

No report

**Emergency Services Report**

Chief Duncan gave a brief overview of the GF&R Report. The Brews n Crews Fundraiser was a success although it rained everything was moved inside, last week was National Police Week and this week is EMS week. Ms. Erb, Chief of Operations for GACAS, gave a brief overview of the ambulance report. She stated that she will follow up on the Stryker invoices when the representative returns from maternity leave. Copies of the GF&R, GACAS, and Bally Ambulance Reports are available in the lobby.

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

**Public Works Report – Mike Heydt**

Extend 1-Year Equipment Rental, Sacks & Sons Paving (consideration for approval) – Mr. Heydt is asking for approval to extend the 1-Year Equipment Rental Agreement for paving with Sacks & Sons Inc. Mr. Heydt stated that the roadcrew is doing prep work for this years Tar and Chip Projects (Hoffmansville Rd, Hoffman Rd, Heidi Ct, Fairview Cir, and Pheasant Cir).

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the 1-Year Equipment Rental Agreement for paving with Sacks & Sons Inc. Bergstresser-Aye, Carpenter-Aye. Motion passed.

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

**Manager's Report – Andrew Duncan**

1. Schedule of Meetings:

- a. Monday June 3<sup>rd</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm or consideration to cancel.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to **cancel** the June 3<sup>rd</sup>, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Carpenter-Aye. Motion passed.

- b. Thursday June 13<sup>th</sup>, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm.**  
c. Monday June 17<sup>th</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm.

2. Approval to proceed with USDA Loan Pre-application process to seek out lower interest rates.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser for approval to proceed with the USDA Loan Pre-application process. Bergstresser-Aye, Carpenter-Aye. Motion passed.

3. Request for Authorization to solicit proposals to finance the administration building renovations

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser for authorization to solicit proposals to finance the administration building renovations. Bergstresser-Aye, Carpenter-Aye. Motion passed.

4. Parks - Hire (1) P/T Worker @ \$17.00 per hour starting June 1<sup>st</sup>, 2024 (Jeremy Neiman)

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the hiring of Jeremy Neiman for P/T Summer help budgeted @ \$17 per hour starting on June 1<sup>st</sup>, 2024. Bergstresser-Aye, Carpenter-Aye. Motion passed.

5. Recycling Department – Hire (1) P/T Worker @ \$17.00 per hour (Don Parker) – This does not change the budget, he would be replacing a P/T Worker that is retiring.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to hire Don Parker as a P/T Recycling Department Worker @ \$17 per hour. Bergstresser-Aye, Carpenter-Aye. Motion passed.

6. ZHB Decisions (3)

- a. 265 Middle Creek Rd, R-1 Zoning District – Gunsmith Home Occupation (Use Variance) – Granted with conditions.  
b. 110 Noble Lane, R-2 Zoning District – (Accessory Building Coverage Variance – Deck & Shed) – Granted with conditions  
c. 45 Huntsville Dr, R-2 Zoning District – (Accessory Use Coverage Variance- in-ground pool) – Granted with conditions

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

**Old Business/New Business**

None was given

**Public Comment**

No comment was given

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adjourn the meeting at 7:34pm. Bergstresser-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, June 17<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

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## Fire Company Report – April 2024

### INCIDENTS BY TYPE (857):

111 – BUILDING FIRE: 2  
 140 – BRUSH FIRE: 3  
 162 – ELECTRICAL FIRE OUTSIDE: 1  
 311 – ASSIST EMS – 2  
 322 – ACCIDENT WITH INJURIES: 3  
 324 – ACCIDENT NO INJURIES: 1  
 412 – GAS LEAK: 1  
 424 – CARBON MONOXIDE INCIDENT: 1  
 551 – FIRE POLICE CALL: 7  
 745 – FIRE ALARM: 3  
 911 – CITIZEN COMPLAINT: 2  
 OTHER: 0

### RESPONSE BY MUNICIPALITY (972):

**DOUGLASS TOWNSHIP: 18**  
 EARL TOWNSHIP (BERKS): 1  
 NEW HANOVER TOWNSHIP: 2  
 UPPER POTTS GROVE: 1  
 BOYERTOWN BOROUGH (BERKS): 2  
 COLEBROOKDALE TOWNSHIP (BERKS): 1  
 WASHINGTON TOWNSHIP (BERKS): 1  
 OTHER: 0

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

TOTAL CALLS FOR THE MONTH: **26**  
 CALLS YTD: **122**  
 IN SERVICE TIME: **74 hrs. 11 mins.**  
 IN SERVICE TIME YTD: **402 hrs. 07 mins.**

### TRAINING FOR THE MONTH

- ENGINEERS NIGHT -EQUIPMENT CHECKS
- VEHICLE RESCUE TRAINING
- FIREFIGHTER DOWN CPR
- MONT. CO. BARIATRIC UNIT TRAINING

### DAILY LOG HOURS

**Administrative Hours:** 17 Hours  
**Training Hours:** 263 Hours, 30 Minutes  
**Meeting Hours:** 45 Hours

## EMERGENCY RESPONSE

**1:00PM – 2:00PM**

**BUSIEST TIME OF DAY**

**5 minutes, 15 seconds**

**AVERAGE TIME FROM  
DISPATCH TO FIRST ARRIVING  
UNIT**

**7.5 volunteers**

**AVERAGE PERSONNEL  
PER CALL**