

Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297
PHONE 610-367-6062 • FAX 610-367-7124
www.douglasstownship.org

AGENDA – June 17th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of May 20th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for June 17th, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
 - a. 115 W. Moyer Rd, 27 acres, sketch plan review (17 Lots one-acre zoning, Rouse Chamberlin)
 - b. MS4 Update – Year 6
6. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
7. Police Department Report – Chief Evans
 - a. Monthly Report
 - b. Consideration to purchase necessary police equipment
 - c. Consideration/Authorization to hire (2) police officers
8. Solicitor Report – Wendy McKenna, Esq.
 - a. 288/296 Hoffmansville Rd Lot-Line Adjustment Resolution #06172024-01
9. Emergency Services Reports
 - a. GF&R Monthly Report
 - b. GACAS Monthly Report
 - c. Bally Report
10. Public Works – Mike Heydt
 - a. Tar & Chip Program Update
 - b. PennDot Winter Maintenance Services Agreement – Authorization for Solicitor to review and prepare Resolution.
11. Parks & Recreation
 - a. Consideration to approve AIA payment #1 in the amount of \$30,420.90 for the Tennis Court/Pickleball Court Renovation Project

12. Manager's Report – Manager Andrew Duncan

a. Schedule of Meetings

1. Monday July 1st, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm or consideration to cancel.
2. Thursday July 11th, 2024 P/A Meeting @ 7pm, **Workshop @ 6pm**
3. Monday July 15th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
4. Received (8) applicants for Residential Building Inspector Position – (currently under review by staff)

b. ZHB Decisions (2):

1. 167 Pinehurst Way, R1-A Zoning District (Building Coverage Variance Request) - Granted with conditions.
2. 191 Schlegel Rd, R-1 Zoning District (Variance from By-Right Use Regulations) – Denied, ZHB felt there was no hardship.

13. Old Business/New Business

14. Public Comment

15. Adjournment

NEXT MEETING MONDAY JULY 15TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Khal Hassan of Pennoni & Associates, Chief Evans, Mike Heydt, McKenna Powanda, and approximately 11 residents/developers.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session held this evening from approximately 6:00pm to 6:55pm involving personnel matters, no action was taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of May 20th, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the minutes of the May 20th, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the June 17th, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the June 17th, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Khal Hassan

115 W. Moyer Rd, 27 acres, sketch plan review (17 one-acre lots, 1 existing lot) Rouse Chamberlin – Mr. Penders and Mr. Zysk introduced two sketch plans to the BOS. The preferred plan (Sketch Plan #1) – central open space is not planned therefore relief of Section 707.3 of the zoning ordinance would be needed. Sketch Plan #2 has the central open space as required. An additional road was added to accommodate the centrally located open space however the reconfiguration left a few properties close to wetlands/floodplain area. The representatives asked which plan did the Board prefer to move forward with. It was noted that the P/A preferred Sketch Plan #1. The Board of Supervisors also preferred Sketch Plan #1 and suggested that they forward with that plan.

MS4 Update (Year 6) – The Township’s MS4 permit became effective on March 16, 2018. Year 6 of the permit ends on June 30, 2024. DEP has administratively extended the General permit until March 15, 2025. The Annual MS4 report is due by September 30, 2024 with a \$500 annual report fee. A Pollution Reduction Plan (PRP) is required as part of the new permit. The PRP requires a 10% reduction in sediment in Green Lane Reservoir and Swamp Creek. Pennoni will continue coordinating with Township staff on alternate PRP project sites for MS4 PRP compliance. Six (6) Minimum Control Measures are required to be met for compliance with the MS4 Permit: Public Education & Outreach, Public Involvement & Participation, Illicit Discharge Detection & Elimination, Construction Site Runoff Control, Post-Construction Runoff Control, and Pollution Prevention/Municipal Good Housekeeping. Stormwater information is available on the Township’s website. All stormwater outfalls in the Township are required to be screened once before the permit expires in 2025. All stormwater outfalls were screened and compiled in 2024. Township BMP inspections will need to be completed in accordance with the BMP inspection schedules (once every 3 years). Township is looking into retrofitting basins in Douglass Park to increase stormwater retention.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the MS4 – Year 6 Update and compliance requirements as presented by Pennoni Engineering. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Treasurer's Report – Andrew Duncan

The unpaid bills as of June 17th, 2024 are in the amount of \$234,157.45, no questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of June 17th, 2024 in the amount of \$234,157.45. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Robert Evans

May 2024 Police Statistics: 739 calls for service, 7 reportable accidents, 4 non-reportable accidents, 10 criminal investigations, 6 criminal arrests, 70 traffic citations, and 6 non-traffic citations. Chief Evans stated that on June 4th, 2024 the Douglass Township Police responded to the area of Castle Dr and Jackson Rd, Gilbertsville to assist the Montgomery County Sheriff's Department who were on scene to complete a warrant service. Upon attempting service, it was reported that a single gunshot was heard from the interior of a residence. Additional agencies responded to assist and secure the scene and its perimeter. Police were able to determine that the occupant of the house and defendant was deceased from an apparent self-inflicted gunshot wound. Thank you to all responding agencies for their assistance with this scene.

Currently, two police officer applicants that have been chosen to move forward with hiring have had their background checks completed. I provided the board and township manager with offer of employment agreements for both applicants and seek approval to hire two full time officers. A resident asked if the officers were just out of the academy, Chief Evans responded that 1 graduated from the academy on June 12th and the other worked for five years for Norristown.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for authorization to hire the (2) selected police officers with completed background checks and approved offer of employment agreements. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

With the addition of new police hires, our department will need an additional mobile Motorola APX6000 radio. Contact was made with our regional representative for sales and the cost of this necessary piece of equipment is \$5,733.24. I request authorization to purchase this item.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the purchase of a mobile Motorola APX6000 radio for the police department in the amount of \$5,733.24. 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.

288/296 Hoffmansville Rd Lot-Line Adjustment Resolution #06172024-01 – The lot-line revision was between two separate owners (David Shuhler and Caroline Jones) however Mr. Shuhler has purchased Ms. Jones lot #2 as well. Lot #1 will increase to 2.8250 acres which includes a consolidation with Lot 3, Lot #2 will decrease to 2.4122 acres. New deeds will be forthcoming.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution #06172024-01 for the Preliminary/Final Minor Subdivision for Lot-Line Adjustment for 288/296 Hoffmansville Rd. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Engineer for the Shuhler's said he has worked with many Township's and it was a pleasure to work with Douglass Township.

Emergency Services Report

Chief Duncan gave a brief overview of the GF&R Report. Chief Duncan announced that staff attended a ribbon-cutting ceremony for the new LVHN Hospital. G&R responded to the LVHN Hospital for GFI issues. Ms. Geisinger from GACAS gave a brief overview of the ambulance report and commented that they have a part time office manager position opening. Mr. Stouch added that other municipalities are stepping up to help fund emergency services. Copies of reports are available in lobby.

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

Public Works Report – Mike Heydt

Tar & Chip Program Update – the tar & chip process has been completed for Hoffmansville Rd, Hoffman Rd, Heidi Ct, Fairview Cir, and Pheasant Cir. Mr. Heydt announced that the cul-de-sacs were not tar and chipped, he will be blacktopping them because the trash trucks tear it up while turning. The sweeper will go through these roads on June 20th to clean up excess gravel. He has scheduled fog sealing on these roads for June 21st, 2024.

PennDot Winter Maintenance Services Agreement – Authorization is required for the Solicitor to review and prepare Resolution.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the Solicitor to review the PennDot Winter Maintenance Services Agreement. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

Parks & Recreation

Consideration to approve AIA payment #1 in the amount of \$30,420.90 for the Tennis Court/Pickleball Court Renovation Project.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve payment #1 to AIA in the amount of \$30,420.90 for the Tennis Court/Pickleball Court Renovation Project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager’s Report – Andrew Duncan

1. Schedule of Meetings:

- a. Monday July 1st, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm or consideration to cancel.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to **cancel** the July 1st, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Thursday July 11th, 2024 P/A Mtg @ 7pm – (zoning updates M1&M2 Industrial) **Workshop @ 6pm**
- c. Monday July 15th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm.

2. Received (8) applicants for Residential Building Inspector Position – (currently under review by staff).

3. ZHB Decisions (2):

- a. 167 Pinehurst Way, R1-A Zoning District (Building Coverage Variance Request) – Granted with conditions
- b. 191 Schlegel Rd, R-1 Zoning District (Variance from By-Right Use Regulations) – Denied

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

None was given

Public Comment

No comment was given

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:30pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, July 15th, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler

DOUGLASS TOWNSHIP
MS4 UPDATE - Year 6

- The Township's MS4 permit became effective on March 16, 2018. Year 6 of the permit ends on June 30, 2024. DEP has administratively extended the General Permit until March 15, 2025.
- The Annual MS4 report is due by September 30, 2024 with a \$500 annual report fee.
- A Pollution Reduction Plan (PRP) is required as part of the new permit. The PRP requires a 10% reduction in sediment in Green Lane Reservoir and Swamp Creek. Pennoni will continue coordinating with Township staff on alternate PRP project sites for MS4 PRP compliance.
- Six (6) Minimum Control Measures are required to be met to be in compliance with the MS4 permit:
 - Public Education & Outreach
 - Public Involvement & Participation
 - Illicit Discharge Detection & Elimination
 - Construction Site Runoff Control
 - Post-Construction Runoff Control
 - Pollution Prevention/Municipal Good Housekeeping
- Stormwater information is available on the Township's website.
- All stormwater outfalls in the Township are required to be screened once before the permit expires in 2025. All stormwater outfalls were screened and compiled in 2024. Township BMP inspections will need to be completed in accordance with the BMP inspection schedules (once every 3 years).
- Township is looking into retrofitting basins in Douglass Park to increase stormwater retention.



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 – May 2024

INCIDENTS BY TYPE (857):

111 – BUILDING FIRE: 5
 131 – VEHICLE FIRE: 1
 311 – ASSIST EMS – 2
 322 – ACCIDENT WITH INJURIES: 1
 324 – ACCIDENT NO INJURIES: 1
 412 – GAS LEAK: 5
 551 – FIRE POLICE CALL: 4
 745 – FIRE ALARM: 3
 911 – CITIZEN COMPLAINT: 2
 OTHER: 0

RESPONSE BY MUNICIPALITY (972):

DOUGLASS TOWNSHIP: 16
 POTTSTOWN BOROUGH: 1
 NEW HANOVER TOWNSHIP: 2
 UPPER POTTS GROVE: 2
 BOYERTOWN BOROUGH (BERKS): 2
 WASHINGTON TOWNSHIP (BERKS): 1
 OTHER: 0

MUTUAL AIDE GIVEN: **2**
 MUTUAL AIDE RECEIVED: **0**
 AUTOMATIC AIDE GIVEN: **6**
 AUTOMATIC AIDE RECEIVED: **3**

TOTAL CALLS FOR THE MONTH: **24**
 CALLS YTD: **149**
 IN SERVICE TIME: **66 hrs. 47 mins.**
 IN SERVICE TIME YTD: **500 hrs. 18 mins.**

TRAINING FOR THE MONTH

- ▣ ENGINEERS NIGHT -EQUIPMENT CHECKS
- ▣ ROPES AND KNOTS
- ▣ PUMP TRAINING / DRAFTING
- ▣ LEHIGH VALLEY HOSPITAL PREPLAN
- ▣ TANKER SHUTTLE / FILL SITE

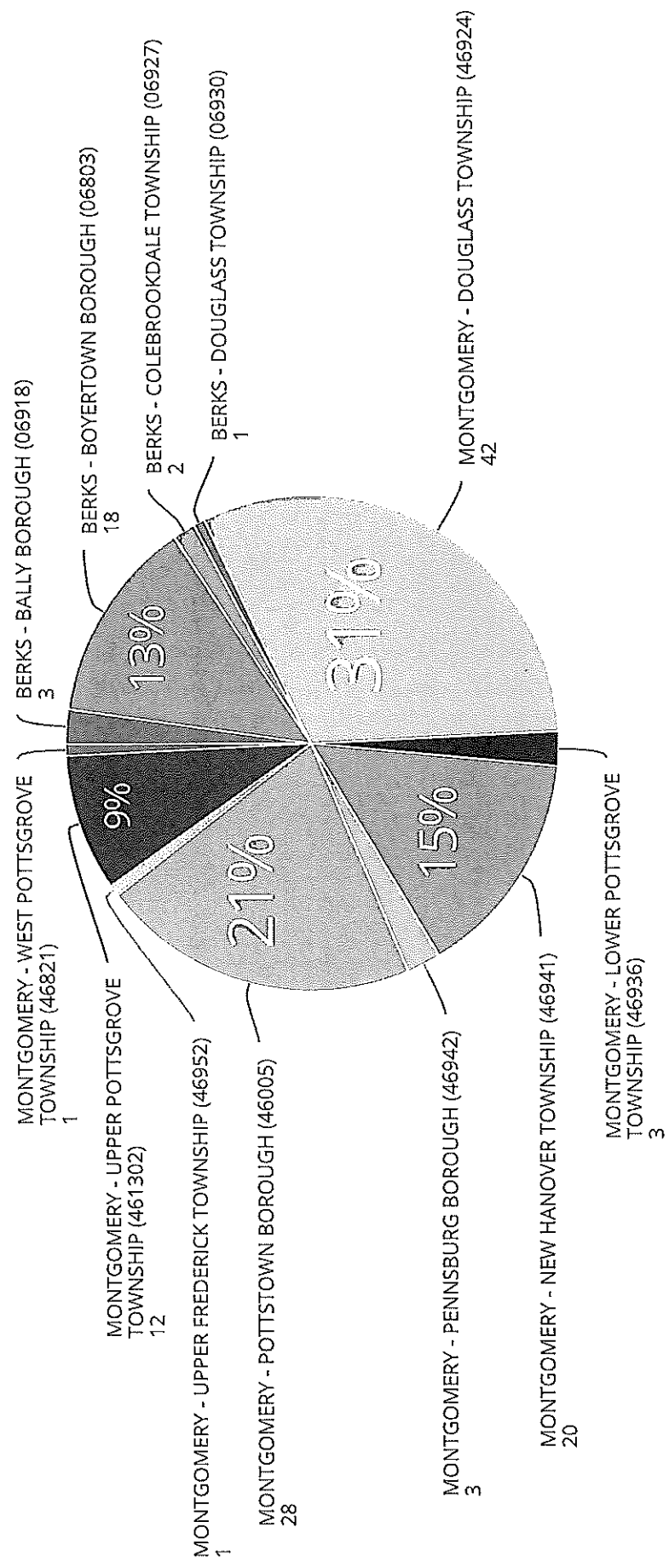
DAILY LOG HOURS

Administrative Hours: 73 Hours
Fundraising: 160 Hours
Training Hours: 394 Hours
Meeting Hours: 27 Hours

EMERGENCY RESPONSE

7:00PM – 8:00PM	5 minutes, 15 seconds	8.6 volunteers
BUSIEST TIME OF DAY	AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT	AVERAGE PERSONNEL PER CALL

Zone Chart



10:35:28 AM
10:35:28 AM

Zone Breakdown Jun 7, 2024 10:35:28 AM EMS

Total Calls for the month

Total Calls
135

Total ALS Calls

Incident Number
87

BLS total calls

Incident Number
36

Total Agency, Assist Calls

Total Agency, Assist Calls
2

Zone Breakdown Jun 7, 2024 10:35:28 AM EMS

Incident Numbr

Scene Zone	Municipal Totals
BERKS - BALLY BOROUGH (06918)	3
BERKS - BOYERTOWN BOROUGH (06803)	18
BERKS - COLEBROOKDALE TOWNSHIP (06927)	2
BERKS - DOUGLASS TOWNSHIP (06930)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	42
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	3
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	20
MONTGOMERY - PENNSBURG BOROUGH (46942)	3
MONTGOMERY - POTTSTOWN BOROUGH (46005)	28
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	1
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	12
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	1

Total Recalls
16

Transports by Destination

Destination Location Name	Total incident number
CHOP-King of Prussia	2
Grand View Health	1
Lehigh Valley Hospital-Cedar Crest	13
Phoenixville Hospital - Tower Health	3
Pottstown Hospital - Tower Health	69
Reading Hospital - Tower Health	4
St. Luke's Hospital - Bethlehem	1
St. Luke's Hospital-Upper Bucks Campus	3

Total ambulance transports

Total Ambulance transports
95

Bally Community Ambulance Association Municipal EMS Report May 2024 Call Data

Calls by Municipality	Count	Pct
Bally, Berks	13	9.9
Bechtelsville, Berks	6	4.6
Boyertown, Berks	6	4.6
Colebrookdale (Township of), Berks	4	3.1
District (Township of), Berks	3	2.3
Douglass (Township of), Montgomery	6	4.6
East Greenville, Montgomery	13	9.9
Hereford (Township of), Berks	26	19.8
Longswamp (Township of), Berks	1	0.8
Pennsburg, Montgomery	11	8.4
Pike (Township of), Berks	4	3.1
Red Hill, Montgomery	4	3.1
Upper Hanover (Township of), Montgomer	5	3.8
Washington (Township of), Berks	28	21.4
West Pottsgrove (Township of), Montgome	1	0.8
Total	131	

Calls by Outcome	Count	Pct
ALS Assist	2	1.5
Cancelled	20	15.3
Lift Assist	3	2.3
No Patient Found	2	1.5
No Treatment Required	2	1.5
Patient Refused Care	7	5.3
Standby- fire scene or other	1	0.8
Treated and Released	1	0.8
Treated, Transferred Care	1	0.8
Treated, Transported ALS	75	57.3
Treated, Transported BLS	17	13
Total	131	

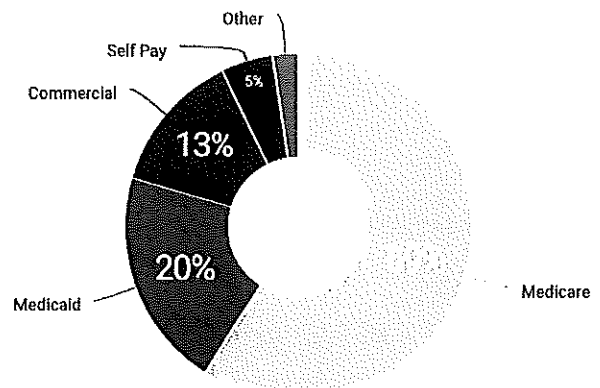
Calls by Receiving Hospital	Count	Pct
Lehigh Valley Hospital - Cedar Crest	62	47.3
Not Entered	37	28.2
St. Luke's Hospital - Upper Bucks	16	12.2
Tower Health - Pottstown Memorial Medical Center	6	4.6
St. Luke's Hospital - Allentown	5	3.8
Penn State Health St. Joseph MC, Reading	2	1.5
Grandview Hospital	1	0.8
Tower Health - Reading Hospital & Medical Center	1	0.8
Tower Health - Phoenixville Hospital	1	0.8
Total	131	

Shift	Count	Pct
Day Shift	96	73.3
Night Shift	34	26
Second Truck ALS/BLS	1	0.8
Total	131	

Top 5 Municipalities by Volume:

- Washington Township: 28
- Hereford Township: 26
- Bally Boro: 13
- East Greenville: 13
- Pennsburg Boro: 11

Payor Mix:



Bally Community Ambulance Association Municipal EMS Report 2024 Year-To-Date

By the Numbers - Year to Date:

- Washington Twp = 177
- Hereford Twp = 109
- Bally Boro = 64
- Douglass/Mont = 45
- Pennsburg Boro = 31
- Bechtelsville Boro = 29
- District Twp = 26
- Boyertown Boro = 26
- Upper Hanover Twp = 22
- East Greenville Boro = 20
- Total EMS Calls YTD = 612
- Monthly revenue from billing \$45,000
- Estimating \$540,000 annual billing revenue
- 2024 Budget is \$869,500
- YTD Operating Income \$379,814
- YTD Operating Expenses \$370,884 – Not including the capital purchase listed below
- New Ford E450 Type III Ambulance will be arriving June 10,2024
- Total cost = \$221,511 (\$140K from investment account and \$81,511 from MM)
- 2% Loan application was submitted to reimburse our investment account (\$140K requested)
- Business Membership should be going out before the end of June
- We continue the dialogue with our municipalities on the need for sustainable funding
- 2024 EMS in Crisis is attached – While cost per call and salary structure will vary from agency to agency, this is a good snapshot of how costs have skyrocketed while reimbursement has remained stagnant

Respectfully Submitted,

Michael B Groff

Michael Groff BS, NRP, FP-C
Chief of Operations
Bally Community Ambulance Association