

Douglass Township, Montgomery County

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AGENDA – August 19th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of July 15th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for August 19th, 2024 – additions, corrections, motion for approval.
5. Heritage Conservancy/Natural Lands – Kris Kern – Long Property Open Space Project
6. Engineering Report – Khal Hassan
 - a. Country View Phase 3 – Escrow Release #2 for \$1,065,734.88 (BOS Approval Required)
 - b. Douglass Park Pickleball and Tennis Court Renovation Application for payment #2
 - c. Zern Tract Phase III, Escrow Release #7 for \$88,184.30 (BOS Approval Required)
7. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Consideration of Budget Amendments
8. Police Department Report – Chief Evans
 - a. Monthly Report
 - b. Consideration to purchase 2025 Chevy Blazer EV
9. Solicitor Report – Wendy McKenna, Esq.
 - a. 749 Congo Road Development – P/A recommended approval of waivers and preliminary plan (BOS can authorize Preparation of Preliminary Plan Resolution)
10. Emergency Services Reports
 - a. GF&R Monthly Report
 - b. GACAS Monthly Report
 - c. Bally Report
11. Public Works – Mike Heydt
12. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings

1. Tuesday September 3rd, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm or consideration to cancel.
2. Thursday September 12th, 2024 P/A Meeting @ 7pm, **No Workshop**
3. Monday September 16th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
- b. ZHB Decision – 115 W. Moyer Road
- c. Building Inspector Position – Conditional Offer of Employment not accepted
- d. Assistant Manager Position
- e. EMS Update
- f. Bartman Avenue – LTAP Traffic Study Complete

13. Old Business/New Business

14. Public Comment

15. Adjournment

NEXT MEETING MONDAY SEPTEMBER 16TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.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, Cynthia O'Donnell, and approximately 12 residents/developers.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session held this evening from approximately 5:30pm to 6:30pm involving personnel and litigation matters, no action was taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the July 15th, 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 July 15th, 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 August 19th, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the August 19th, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Heritage Conservancy/Natural Lands – Kris Kerns (Long Property Open Space Project)

Long Property (75.74 acres) Jackson Road – Land Acquisition Opportunity (Open Space) – Ms. Kerns stated that Mrs. Long's wishes were that this land be preserved in perpetuity, and asked the Board what they thought about purchasing this land. The Board agreed that it is a great idea to accept this property to add to our open space properties. There is open space grant funding available and the Natural Lands Trust can also secure some funding for the Township. Purchasing this property would prevent commercial over development in that area. The Township must get its own appraisal of the Long property for funding purposes.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Solicitor McKenna and Khal Hassan to work with Heritage Conservancy and Natural Lands Trust representatives to work through the funding process in obtaining the Long Property. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Khal Hassan

Country View Phase 3, Escrow Release #2 for \$1,065,734.88 – an escrow release request has been received from Sunshine III, LP for Country View Phase 3, Release #2 in the amount of \$1,065,734.88. A site visit was conducted and based on our observations of the work, we recommend the release.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Country View Phase 3, Release #2, based on the recommendation of the Township Engineer, in the amount of \$1,065,734.88 with \$2,094,280.64 remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Douglass Park Pickleball and Tennis Court Renovation Application for payment #2 – LB Construction Enterprises has submitted payment application #2 for the Douglass Park Tennis/Pickleball Courts Renovation in the amount of \$52,126.20, a motion for payment #2 is required by the Board.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Payment #2 to LB Construction Enterprises for the Tennis/Pickleball Courts Renovation in the amount of \$52,126.20. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase III, Escrow Release #7 for \$88,184.30 – escrow release request for Zern Tract Phase 3, Release #7 in the amount of \$88,184.30. A site visit was conducted and based on our observations of the work, we recommend the release.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Zern Tract Phase 3, Release #7, based on the recommendation of the Township Engineer, in the amount of \$88,184.30 with \$660,636.40 remaining in escrow. 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 – Cynthia O'Donnell

The unpaid bills as of August 19th, 2024 are in the amount of \$320,827.65 including the volunteer firefighters tax reimbursements, no questions were given. Ms. O'Donnell went over the unusual bills for the Board.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of August 19th, 2024 in the amount of \$320,827.65 including the volunteer firefighters tax reimbursements. Mr. Bergstresser abstained as he is a volunteer firefighter receiving this reimbursement, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration of Budget Amendments:

Budget Amendment #3- Income and expense lines adjusted in General Fund to add \$20,163.95 decreasing the original budget from \$442,469.04 to \$422,305.09.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Budget Amendment #3 to the General Fund decreasing the original budget to \$422,305.09. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Budget Amendment #4 – Police Budget Staffing Changes, \$200,124.14 decrease based on hiring later in the year. A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Budget Amendment #4 for Police Budget Staffing Changes decrease of \$200,124.14. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The new general fund deficit has been reduced from \$442,469.04 to \$200,124.14 with these amendments for the 2024 Budget.

Budget Amendment – ARPA Fund – \$352,642.63 must be spent or obligated by December, Exchange to pay from General Fund to ARPA.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Budget Amendment exchanging \$352,612.63 from General Fund to ARPA Fund. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Police Department Report – Chief Robert Evans

July 2024 Police Statistics: 679 calls for service, 9 reportable accidents, 5 non-reportable accidents, 11 criminal investigations, 9 criminal arrests, 73 traffic citations, and 7 non-traffic citations. Douglass Township Police hosted training for Cellbrite Operator and Analysis Certification from July 22nd through July 26th, 2024. Det. Dan Castellucci completed this training and certification. Thank you to the Gilbertsville Fire Department for providing their training room during this time period. Officer Delaney has completed Phase 1 of his Field Training with our department. FTO Ziegler has reported that he is doing well during his field training. Police

Officer application deadline is August 23rd, 2024. At this time the applications will be reviewed and begin interviews.

Consideration to purchase 2025 Chevy Blazer EV - Chief Evans stated that we initiated interest with GM and Patriot GMC regarding a Chevrolet Blazer EV (electric) police vehicle, we have a Tahoe on order and would like approval to switch the order to the EV Chevy Blazer which has money saving incentives and grant funding available for EV purchases.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the purchase of a Chevrolet Blazer EV instead of the Chevy Tahoe that is presently on order. 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 – Wendy McKenna, Esq.

749 Congo Road Development – Ms. McKenna stated that this property is 58 acres in the R-1 District with plans to construct 26 Cluster homes. The P/A recommended approval of waivers and preliminary plan, authorization is needed to prepare a Preliminary Plan Resolution. Ms. McKenna also submitted a written report to the Board.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Solicitor McKenna to prepare a Preliminary Plan Resolution for the 749 Congo Road Development. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Emergency Services Report

Chief Duncan gave a brief overview of the GF&R Report. Chief Duncan announced that training in July involved Engineers Night – Equipment Checks, Fire Hydrant/Pump, and Helicopter Landing Training. Chief Duncan announced that helicopter landings will be increasing, the temporary landing area is at GF&R however a meeting is scheduled with LVHN on helicopter landings and issues with landings being at the fire company. A Comedy Night will be held on 9/28/2024, tickets are \$40 each including dinner provided by Mission BBQ, there will be raffles and it will be BYOB. Raffle Basket donations will be accepted. Mr. Landis from GACAS gave a brief overview of the ambulance report, Mr. Landis thanked Mr. Stouch for driving the ambulance while EMT's tried to stabilize a person in cardiac arrest. Copies of reports are available in the lobby. No report was given from Bally Ambulance.

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 – Michael Heydt

Mr. Heydt stated that they are currently paving Golf Drive, Mega Lane, and Clubhouse Circle and should finish by the end of the week, the park swale project has been completed, and in September they will start the Hoffmansville Road project. No questions were given.

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.

Manager's Report – Andrew Duncan

1. Schedule of Meetings:

- a. Tuesday September 3rd, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm or consideration to cancel.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to **cancel** the September 3rd, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Thursday September 12th, 2024 P/A Meeting @ 7pm, **No Workshop**
- c. Monday September 16th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm – Reschedule from September 23rd, 2024 due to scheduling conflicts.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to reschedule the Monday, September 16th meeting to Monday, September 23rd, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2. ZHB Decision (115 W. Moyer Road) - a variance was granted for zero centralized open space. Open Space will be located throughout the development instead of a centralized location.
3. Building Inspector Position – Conditional Offer of Employment not accepted. Mr. Duncan stated that we are now in the process of looking for a 3rd party for residential inspections.
4. Assistant Manager Position – Mr. Duncan stated this would not be a new position this would be added to an existing employee. To be discussed at a later time.
5. EMS Update – Mr. Duncan received information in the PSATS newsletter that Townships in Bucks, Delaware, and Montgomery Counties will be able to increase the fire tax to up to 10 mills and the ambulance tax to up to 5 mills.
6. Bartman Avenue – LTAP Traffic Study Completed – LTAP suggestions for Bartman Avenue include: enhance 25mph signage, install portable radar speed awareness signs, install “25MPH” pavement markings, install travel lane markings, install Transverse Rumble Strip Pavement Markings, install speed tables/cushions. It was suggested that the Township discuss and adopt a Traffic Calming Policy. Mr. Hassan commented that the Township is being proactive with this issue.

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

No comments

Public Comment

Mr. Kolb commented that EV tractor trailers will be illegal on bridges, the weight limit will need to be increased.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:59pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor’s Meeting has been rescheduled for Monday, September 23rd, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler

Conflict of Interest Abstention Memorandum

TO: Board Secretary, Marcy Meitzler, Douglass Township, Montgomery County

FROM: Donald Bergstresser, Board Member

DATE: 8/19/2024

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

- Volunteer tax relief matters concerning members of the Gilbertsville Fire Company and/or related financial approvals (motions to pay bills, etc)

My conflict/reason for abstaining is as follows:

- As a volunteer firefighter of Gilbertsville Fire Company, I could potentially benefit financially from tax relief



Signature of Board Member

NOTE: Section 3(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest **shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum** filed with the person responsible for recording the minutes for the meeting at which the vote is taken" (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.



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 – July 2024

INCIDENTS BY TYPE (857):

- 111 – BUILDING FIRE: 4
- 140 – BRUSH/FIELD FIRE: 2
- 311 – ASSIST EMS – 2
- 322 – ACCIDENT WITH INJURIES: 6
- 424 – CARBON MONOXIDE INCIDENT: 1
- 462 – HELICOPTER LANDING: 4
- 551 – FIRE POLICE CALL: 6
- 650 – SMOKE IN THE AREA: 1
- 745 – FIRE ALARM: 1

RESPONSE BY MUNICIPALITY (972):

- DOUGLASS TOWNSHIP: 19**
- POTTSTOWN BOROUGH: 1
- NEW HANOVER TOWNSHIP: 4
- HEREFORD TOWNSHIP (BERKS): 1
- BALLY BOROUGH (BERKS): 1
- COLEBROOKDALE TOWNSHIP (BERKS): 1
- OTHER: 0

MUTUAL AIDE GIVEN:	6
MUTUAL AIDE RECEIVED:	1
AUTOMATIC AIDE GIVEN:	1
AUTOMATIC AIDE RECEIVED:	3

TOTAL CALLS FOR THE MONTH:	27
CALLS YTD:	204
IN SERVICE TIME:	98 hrs. 41 mins.
IN SERVICE TIME YTD:	683 hrs. 36 mins.

TRAINING FOR THE MONTH

- ENGINEERS NIGHT -EQUIPMENT CHECKS
- FIRE HYDRANT/PUMP
- HELICOPTER LANDING TRAINING

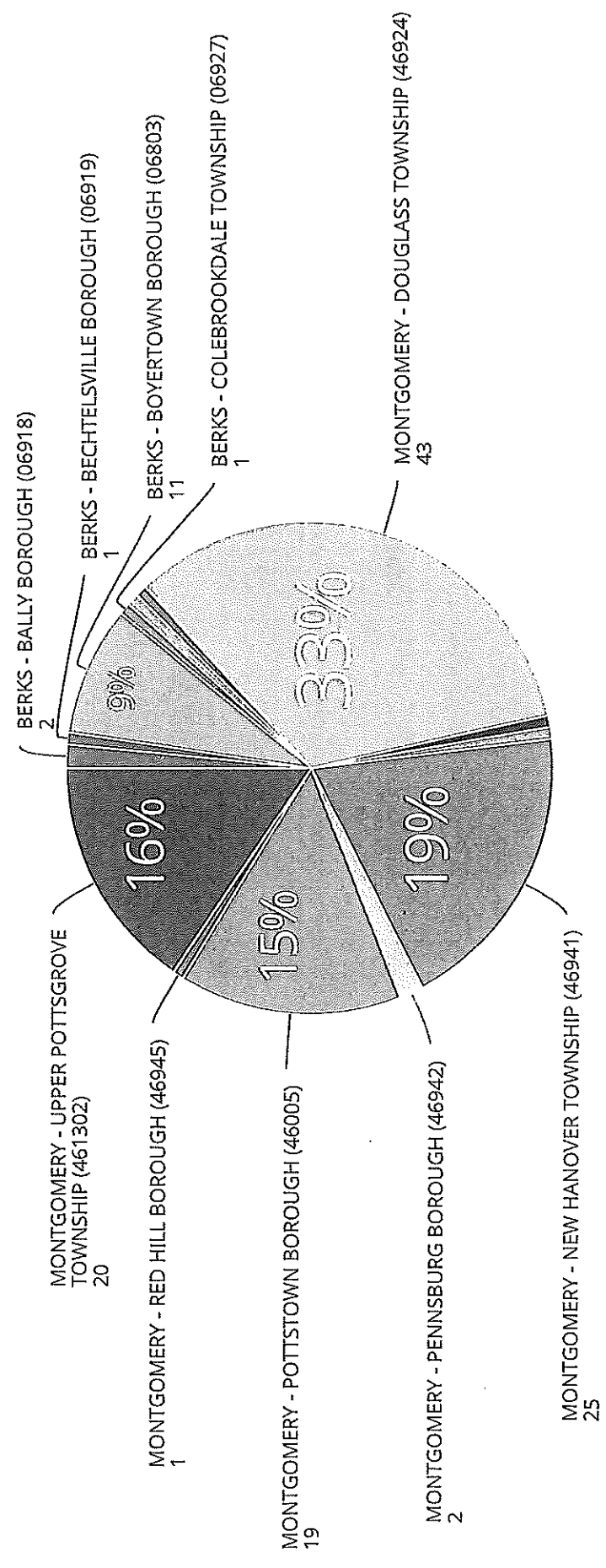
DAILY LOG HOURS

- Administrative Hours:** 43 Hours
- Fundraising:** 3 Hours
- Training Hours:** 255 Hours, 30 minutes
- Building Maintenance:** 9 Hours

EMERGENCY RESPONSE

9:00PM – 10:00PM	4 minutes, 1 seconds	10.3 volunteers
BUSIEST TIME OF DAY	AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT	AVERAGE PERSONNEL PER CALL

Zone Chart



Total Calls for the month

Total Calls
134

Total ALS Calls

Incident Number
76

BLS total calls

Incident Number
33

Total Agency, Assist Calls

Total Agency, Assist Calls
0

Zone Breakdown Aug 9, 2024 7:59:02 PM EMS

Incident Numbr

Scene Zone	Municipal Totals
BERKS - BALLY BOROUGH (06918)	2
BERKS - BECHTELVILLE BOROUGH (06919)	1
BERKS - BOYERTOWN BOROUGH (06803)	11
BERKS - COLEBROOKDALE TOWNSHIP (06927)	1
BERKS - DOUGLASS TOWNSHIP (06930)	1
BERKS - WASHINGTON TOWNSHIP (06971)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	43
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	1
MONTGOMERY - LOWER PROVIDENCE TOWNSHIP	1
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	25
MONTGOMERY - PENNSBURG BOROUGH (46942)	2
MONTGOMERY - POTTSTOWN BOROUGH (46005)	19
MONTGOMERY - RED HILL BOROUGH (46945)	1
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	20

Total Recalls

14

Zone Breakdown Aug 9, 2024 7:59:02 PM EMS

Transports by Destination

Destination Location Name	Total incident number
Gilbertsville - FD	1
Lehigh Valley Gilbertsville Campus	24
Lehigh Valley Hospital-Cedar Crest	13
Phoenixville Hospital - Tower Health	1
Pottstown Hospital - Tower Health	40
Reading Hospital - Tower Health	4
St. Luke's Hospital-Upper Bucks Campus	4

Total ambulance transports

Total Ambulance transports
87