



# Douglas Township, Montgomery County

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## AGENDA – September 23<sup>rd</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of August 19<sup>th</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
5. Minutes of September 4<sup>th</sup>, 2024 Board of Supervisors Special Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for September 23<sup>rd</sup>, 2024 – additions, corrections, motion for approval.
6. Engineering Report – Allison Lee
  - a. Zern Tract Phase II, Escrow Release #14 for \$21,224.00 (BOS Approval Required)
  - b. Zern Tract Phase III, Escrow Release #8
7. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Municipal Pension MMO presented to Board
8. Police Department Report – Chief Evans
  - a. Monthly Report
  - b. Police Interview Schedule
9. Solicitor Report – Wendy McKenna, Esq.
  - a. Preliminary Plan Resolution #09232024-01 – 749 Congo Road
  - b. 749 Congo Road Resolution #09232024-02 – Acceptance of Sewage Planning Module
  - c. Global Advanced Metals – Assessment Appeal – STIPULATION TO SETTLE Agreement (Consideration for authorization and execution of agreements)
10. Emergency Services Reports
  - a. GF&R Monthly Report
  - b. GACAS Monthly Report
  - c. Emergency Services Board Resignations:
    1. Kimberlee Stouch from GACAS Board position
    2. Donald Bergstresser from Board of Supervisor Appointee position.
11. Public Works – Mike Heydt

12. Manager's Report – Manager Andrew Duncan

- a. Schedule of Meetings
  1. Monday October 7<sup>th</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
  2. Thursday October 10<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6:30pm**
  3. Monday October 14<sup>th</sup>, 2024 ESB Meeting @ 6pm (Consideration to move ESB Meeting from Monday October 14<sup>th</sup> to Tuesday October 15<sup>th</sup>, 2024 due to Federal Holiday)
- b. Employee Resignation – Ashlee Frey
- c. Assistant Manager, Zoning Officer, Residential Building Inspector
- d. Highland Outfitters, LLC – GC, Gilbertsville Shopping Center, Special Exception for proposed retail sales of sporting/outdoor equipment, guns/ammunition and gunsmithing or small-scale manufacturing.
- e. Koback – R-2, 60 Huntsville Drive, variance from accessory use coverage of 7.5% to allow coverage of 11.94% to install an in-ground pool and decking. (Request for Continuance)
- f. Consideration to hire (2) leaf collection seasonal helpers
- g. Curbside Leaf Program begins October 28<sup>th</sup>, 2024 through December 13<sup>th</sup>, 2024

13. Old Business/New Business

- a. Discussion of additional recognition of Primary EMS Service provider for Douglass Township

14. Public Comment

15. Adjournment

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

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.M. Attending were Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Allison Lee of Pennoni & Associates, Chief Evans, Cynthia O'Donnell, Mike Heydt, McKenna Powanda, and approximately 16 residents/developers.

Ms. Carpenter led in the Pledge of Allegiance and announced that there was no Executive Session held this evening.

Ms. Carpenter asked if there were any additions, corrections, or comments to the minutes of the August 19<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 August 19<sup>th</sup>, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Ms. Carpenter asked if there were any additions, corrections, or comments to the minutes of the Board of Supervisors Special Meeting on September 4<sup>th</sup>, 2024, none were given.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the minutes of the Board of Supervisors Special Meeting on September 4<sup>th</sup>, 2024. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Ms. Carpenter asked if there were any questions, comments, or corrections to the September 23<sup>rd</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the September 23<sup>rd</sup>, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Carpenter-Aye. Motion passed.

#### **Engineering Report – Allison Lee**

Zern Tract Phase II, Escrow Release #14 for \$21,224.00 – an escrow release request has been received from Wayne Rosen for Zern Tract Phase II, Release #14 in the amount of \$21,224.00. Ms. Lee said a site visit was conducted and based on our observations of the work, we recommend the release.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve Zern Tract Phase II, Release #14, based on the recommendation of the Township Engineer, in the amount of \$21,224.00 with \$1,068,429.81 remaining in escrow. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase III, Escrow Release #8 – Mr. Duncan stated that this release is under review. There were no questions on the Engineer's Report.

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

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

The unpaid bills as of September 23<sup>rd</sup>, 2024 are in the amount of \$327,451.28 including the bills released for payment on September 16<sup>th</sup>, 2024, no questions were given. The unusual bills Alloy5 Architecture for the administration building renovation plans out of ARPA fund, Bechtelsville Asphalt for paving in the Twin Ponds Development out of ARPA, Bill Hood, Inc for work done in Twin Ponds out of ARPA, GF&R for utilities reimbursement for Police Dept usage, Marriott's Emergency Equip to outfit new EV Blazer for police department out of ARPA fund, Montage Enterprises Inc for roadside mower repairs, R&S Sweeping for cleanup after paving out of ARPA, Sacks & Sons Inc for paving equipment rental out of ARPA, Shank Door for remotes to door in police department, and Earl Township Volunteer Fire Co #1 for a radio purchased by the police department out of ARPA.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of September 23<sup>rd</sup>, 2024 in the amount of \$327,451.28 including the bills released for payment on September 16<sup>th</sup>, 2024. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Municipal Pension MMO Presented to Board – Ms. O'Donnell stated that the 2025 MMO for the Police (Uniform) Pension Plan will be \$395,922.00, the 2025 MMO for the Non-Uniform Pension Plan will be \$185,638.00. Ms. O'Donnell stated that these figures are based on the payroll amount. This will be a line item in the 2025 Budget.

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**

August 2024 Police Statistics: 731 calls for service, 5 reportable accidents, 9 non-reportable accidents, 11 criminal investigations, 4 criminal arrests, 57 traffic citations, and 4 non-traffic citations. On Saturday October 26<sup>th</sup>, 2024 our department will be involved with the DEA Drug Take Back Program, all used or unwanted medications can be dropped off at our station between the hours of 10am-2pm. There is also a drop off box located in the lobby at the Township Administration Building that is accessible during normal business hours of 8am-4pm. Officer Delaney has successfully completed Phase 2 of his Field Training and started Phase 3 of his training with expected completion of training in mid-October 2024.

Police Interview Schedule – Chief Evans commented that the police department is currently discussing available dates to begin applicant interviews for hiring. Ms. Carpenter asked the Chief how many spots are available? Chief Evans replied that they are looking for one officer. No other questions were given.

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.**

Preliminary Plan Resolution #09232024-01, 749 Congo Road – Ms. McKenna stated that this property is 58 acres in the R-1 District with plans to construct 26 single family residential (Cluster) homes. The P/A recommended approval of waivers and preliminary plan. A Preliminary Plan Resolution has been prepared by my office for consideration by the Board.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution #09232024-01 for the 749 Congo Road Preliminary Subdivision Plan. Bergstresser-Aye, Carpenter-Aye. Motion passed.

749 Congo Road Resolution #09232024-02, Acceptance of Sewage Planning Module – Ms. McKenna stated that the Planning Agency recommended approval of the Sewage Facilities Planning Module at their September 12<sup>th</sup>, 2024 Meeting. My office has prepared Resolution #09232024-02 for the 749 Congo Road Sewage Facilities Planning Module.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution #09232024-02 for the 749 Congo Road Sewage Planning Module. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Global Advanced Metals, Assessment Appeal, Stipulation to Settle Agreement – Ms. McKenna stated that Global Advanced Metals appealed the Board of Assessment's decision in order to reduce the assessment for the property at 650 County Line Road in Gilbertsville from \$3,605,000.00 to \$2,272,000.00 in the 2024-2025 tax year. In everyone's best interest it was decided to settle this matter based upon the terms and conditions outlined in a Stipulation to Settle. Authorization is needed from the Board for Ms. McKenna to execute the Stipulation to Settle.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize Solicitor McKenna to Execute the Stipulation to Settle reducing the property assessment for 650 County Line Road, Gilbertsville from \$3,605,000.00 to \$2,272,000.00 for the 2024-2025 tax year. Bergstresser-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to accept the Solicitor Report as presented. Bergstresser-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 August involved Engineers Night – Equipment Checks, Wide Area Search, Pennsylvania Fire Academy Flashover Simulator, Car Fires, and Water Rescue Review. 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. Mr. Landis from GACAS gave a brief overview of the ambulance report. Copies of reports are available in the lobby. No report was given from Bally Ambulance.

Emergency Services Board Resignations:

- 1 Kimberlee Stouch from Appointed GACAS Board position
- 2 Donald Bergstresser from Board of Supervisor Appointee position.

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

### **Public Works Report – Michael Heydt**

Mr. Heydt stated that they finished paving in Twin Ponds, finished paving the exterior walking paths in Douglass Park, roadside mowing is continuing, and they started milling & filling on Hoffmansville Road. No questions were given.

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 October 7<sup>th</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
  - b. Thursday October 10<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6:30pm (Grant Opportunities)**
  - c. Monday October 14<sup>th</sup>, 2024 ESB Meeting @ 6pm (Consideration to move ESB Meeting from Monday October 14<sup>th</sup> to Tuesday October 15<sup>th</sup>, 2024 due to Federal Holiday).

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve & advertise changing the October 14<sup>th</sup>, 2024 ESB Meeting to Tuesday October 15<sup>th</sup>, 2024 @ 6pm. Bergstresser-Aye, Carpenter-Aye. Motion passed.

2. Employee Resignation (Ashlee Frey) – Mr. Duncan tabled this for the October 21<sup>st</sup>, 2024 Meeting.
3. Asst. Manager, Zoning Officer, Residential Building Inspector – Mr. Duncan stated that the 3<sup>rd</sup> party proposals are high so we are now trying to find the best fit for the Township's needs.
4. Highland Outfitters, LLC – GC, Gilbertsville Shopping Center, Special Exception for proposed retail sale of sporting/outdoor equipment, guns/ammunition and gunsmithing or small-scale manufacturing – the Applicant is currently running this business out of his home in a 400sq.ft. and is looking to extend his business to incorporate other products that embrace the outdoors (camping, fishing, hiking, water sports, gifts, etc.) including gunsmithing or small-scale manufacturing such as repairing and modifying existing guns and accessories, he is licensed by the FFL.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser recommending support of a Special Exception for Highland Outfitters, LLC to operate a proposed retail sale of sporting/outdoor equipment in the GC Zoning District in the Gilbertsville Shopping Center. Bergstresser-Aye, Carpenter-Aye. Motion passed.

5. Koback, R-2 60 Huntsville Drive – requested variance from accessory use coverage of 7.5% to allow coverage of 11.94% to install an in-ground pool and decking - Mr. Duncan said the applicant has requested a continuance. Mr. Duncan will set a new hearing date and re-advertise for the hearing possibly on October 29<sup>th</sup>, 2024.
6. Consideration to hire (2) leaf collection seasonal helpers @ \$17/per hour - Mr. Duncan said leaf collection is budgeted for (2) seasonal workers @ \$17/hour, approval to hire is needed by the Board.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser for approval to hire two leaf collection seasonal helpers @ \$17 per hour as budgeted. Bergstresser-Aye, Carpenter-Aye. Motion passed.

7. Curbside Leaf Program begins Monday October 28<sup>th</sup>, 2024 and ends Friday December 13<sup>th</sup>, 2024, weather permitting.

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**

Discussion of additional recognition of Primary EMS Service provider for Douglass Township – GACAS is recognized as the sole EMS Service Provider for Douglass Township, Montgomery County however the Board would like to consider adding Bally Ambulance to the recognized EMS list, Bally Ambulance would be the 2<sup>nd</sup> EMS Service Provider for Douglass Township.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize Solicitor McKenna to review the EMS Resolution and Ordinances to ensure no changes are needed to recognize additional EMS organizations. Bergstresser-Aye, Carpenter-Aye. Motion passed.

### **Public Comment**

Kimberlee Stouch read a statement thanking the Douglass Township Board of Supervisors for trusting her to represent the Township on the GACAS Board of Directors. Some of her reasons for resigning were; while her interpretation of this position was meant for the representatives to observe and contribute during monthly meetings, my position quickly became more than that. Six weeks after joining the GACAS Board, President Landis asked me to become Secretary due to the Board resignation of the previous Secretary. I maintained that position for over a year and a half, until my resignation 2 weeks ago. In that timeframe, I also assisted the 2024 interim Treasurer with bookkeeping, filing and other general financial responsibilities. This position certainly became much more time consuming than I had originally anticipated, but I also took great pride in the fact that I was assisting them to become a better Board; a more diverse Board, and one that would hopefully be able to say they were finally financially sound and able to maintain accurate reports and records. However, from the time the Douglass Township representatives and Township Supervisor were appointed to the Board, I have always felt an underlying animosity from the Board Members who were employees of GACAS and some of the line officers, who did not appreciate us being on the Board. Things finally came to a head a little over a month ago when the majority of the Board members wanted to revise the Corporate By-laws. The employees who serve on the Board, a Board member who is an EMS employee of another entity, and one particular line officer challenged this majority decision which ultimately led to a hostile environment between those people and the majority of the board members. This led to 5 of the 9 GACAS Board members feeling the need to resign from the Board, none of which are employees of GACAS, all that remained on the Board were 3 GACAS employees and 1 former employee. A major plus, in my eyes, for having township representatives was to make it a more diverse Board; people with financial, IT, and payroll experience, not just EMS experience. The organization is a business and needs to be run like one, it seems the new current GACAS Board does not want diversity as currently 7 out of 8 people who now serve on the board are either current or former GASCAS employees and the 8<sup>th</sup> is also in the EMS Field. The entity is internally back to exactly where it was two years ago before township involvement and this is extremely frustrating and disheartening and felt like she had no other choice but to resign and distance

myself from the organization. Ms. Carpenter thanked Ms. Stouch for her service. Mr. Kourinnoi said at the time of his resignation, as treasurer, GACAS was operating better with the Township's help. Last Monday he was voted treasurer again and he guaranteed that the Township funds will be handled appropriately, he will attend as many meetings as he can. He said that the relationship between operations & bookkeeping has always been strained but handled. He thanked all the board members that resigned for all their hard work. Ms. Carpenter thanked Ms. Stouch for all her help and wished GACAS the best of luck. Mr. Landis thanked Mr. Bergstresser, Ms. Stouch, and Ms. Geisinger for all their help and appreciates the Townships help. Mr. Kolb commented that Mr. Duncan should oversee the GACAS transition and help to unruffle some feathers.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adjourn the meeting at 7:52pm. Bergstresser-Aye, Carpenter-Aye. Motion passed.

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

Respectfully submitted by,  
Marcy Meitzler



# GILBERTSVILLE FIRE AND RESCUE COMPANY

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## Fire Company Report – August 2024

### INCIDENTS BY TYPE (857):

- 111 – BUILDING FIRE: 7
- 142 – BRUSH/FIELD FIRE: 1
- 162 – ELECTRICAL FIRE OUTSIDE: 2
- 311 – ASSIST EMS – 5
- 322 – ACCIDENT WITH INJURIES: 2
- 352 – VEHICLE RESCUE: 1
- 412 – GAS LEAK: 1
- 462 – HELICOPTER LANDING: 2
- 551 – FIRE POLICE CALL: 2
- 611 – DISPATCHED AND CANCELED: 2
- 745 – FIRE ALARM: 5
- 911 – CITIZEN COMPLAINT: 1

### RESPONSE BY MUNICIPALITY (972):

- DOUGLASS TOWNSHIP: 22**
- POTTSTOWN BOROUGH: 1
- BOYERTOWN BOROUGH: 1
- NEW HANOVER TOWNSHIP: 1
- UPPER POTTS GROVE TOWNSHIP: 1
- DOUGLASS TOWNSHIP (BERKS): 2
- PERKASIE BOROUGH (BUCKS): 1
- EARL TOWNSHIP: 2
- OTHER: 0

MUTUAL AIDE GIVEN:	4
MUTUAL AIDE RECEIVED:	1
AUTOMATIC AIDE GIVEN:	4
AUTOMATIC AIDE RECEIVED:	3

TOTAL CALLS FOR THE MONTH:	31
CALLS YTD:	234
IN SERVICE TIME:	91 hrs. 53 mins.
IN SERVICE TIME YTD:	770 hrs. 54 mins.

### TRAINING FOR THE MONTH

- ENGINEERS NIGHT -EQUIPMENT CHECKS
- WIDE AREA SEARCH
- PENNSYLVANIA FIRE ACADEMY FLASHOVER SIMULATOR
- Car Fires
- Water Rescue Review

### DAILY LOG HOURS

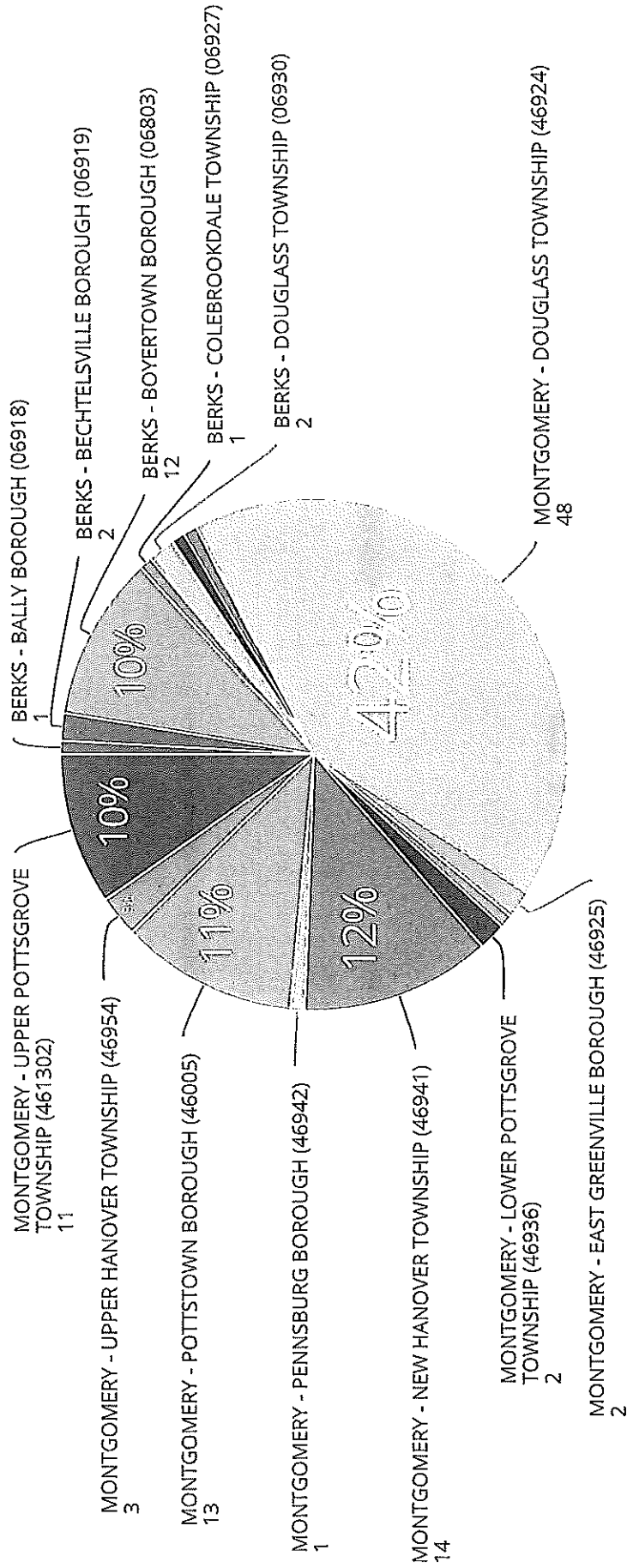
- Administrative Hours:** 44 Hours
- Fundraising:** 3 Hours
- Training Hours:** 422 Hours, 30 minutes
- Fire Prevention:** 8 Hours

### EMERGENCY RESPONSE

<b>10:00AM – 2:00PM</b>	<b>6 minutes, 30 seconds</b>	<b>8 volunteers</b>
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  
115

Total ALS Calls

Incident Number  
70

BLS total calls

Incident Number  
31

Total Agency, Assist Calls

Total Agency, Assist Calls  
1

Incident Numbr

Scene Zone	Municipal Totals
BERKS - BALLY BOROUGH (06918)	1
BERKS - BECHTELVILLE BOROUGH (06919)	2
BERKS - BOYERTOWN BOROUGH (06803)	12
BERKS - COLEBROOKDALE TOWNSHIP (06927)	1
BERKS - DOUGLASS TOWNSHIP (06930)	2
BERKS - EARL TOWNSHIP (06931)	1
BERKS - WASHINGTON TOWNSHIP (06971)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	48
MONTGOMERY - EAST GREENVILLE BOROUGH (46925)	2
MONTGOMERY - LOWER FREDERICK TOWNSHIP (46933)	1
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	2
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	14
MONTGOMERY - PENNSBURG BOROUGH (46942)	1
MONTGOMERY - POTTSTOWN BOROUGH (46005)	13
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	3
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	11

Total Recalls  
4

Transports by Destination

Destination Location Name	Total incident number
Lehigh Valley Gilbertsville Campus	24
Lehigh Valley Hospital-Cedar Crest	12
Phoenixville Hospital - Tower Health	3
Pottstown Hospital - Tower Health	44
Reading Hospital - Tower Health	2
St. Luke's Hospital-Upper Bucks Campus	3

Total ambulance transports

88