

# Douglas Township, Montgomery County

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## AGENDA – October 22<sup>nd</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of October 7<sup>th</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for October 22<sup>nd</sup>, 2024 – additions, corrections, motion for approval.
5. Montgomery County Prothonotary's Office – Presenting program for domestic violence survivors.
6. Engineering Report – Khal Hassan
  - a. Zern Tract Phase II, Escrow Release #15 for \$24,696.00 (BOS Approval Required)
7. Treasurer's Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Budget Calendar Update
8. Police Department Report – Chief Evans
  - a. Monthly Report
  - b. Police Interview Schedule
9. Solicitor Report – Wendy McKenna, Esq.
10. Emergency Services Reports
  - a. GF&R Monthly Report
  - b. GACAS Monthly Report
  - c. Bally Ambulance Monthly Report
  - d. ESB Meeting Minutes Tuesday October 15<sup>th</sup>, 2024
11. Public Works – Mike Heydt
12. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Monday November 4<sup>th</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm. 2025 Budget Review immediately following Township Meeting.

2. Tuesday November 5<sup>th</sup>, 2024 Voting for District 3 at Douglass Township Administration Building 7AM to 8PM. No Township business will be conducted that day.
3. Monday November 11<sup>th</sup>, 2024 Veteran's Day, Township Office & Highway Building closed.
4. Thursday November 14<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6:00pm** (Zoning Ordinance review)
- b. RFP for EMS Services sent out on Friday October 11<sup>th</sup>, 2024. Return by Thursday November 14<sup>th</sup>, 2024 @ 11AM.
- c. Consideration to enter into Professional Services Agreement with Kraft Municipal Group for 3<sup>rd</sup> Party Residential Building Inspector and Plan Review @ \$84.00 per hour.
- d. Consideration of Advertisement for an Asst. Township Manager
- e. PennDot – Niantic Road Bridge – Municipal Roadway Detour MOU (Memorandum of Understanding)

13. Old Business/New Business

Zoning Hearings:

- a. Koback, 60 Huntsville Drive – inground pool
- b. Eisenhuth – 1407 E. Philadelphia Ave, Special Exception

14. Public Comment

15. Adjournment

**NEXT MEETING MONDAY NOVEMBER 4<sup>th</sup>, 2024 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.M. Attending were Chairman Josh Stouch, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Khal Hassan of Pennoni & Associates, Chief Evans, Cynthia O'Donnell, Mike Heydt, and approximately 14 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 6:05pm to 6:45pm involving personnel and litigation matters. No decisions or votes were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the October 7<sup>th</sup>, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the October 7<sup>th</sup>, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the October 22<sup>nd</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the October 22<sup>nd</sup>, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye. Motion passed.

**Montgomery County Prothonotary's Office** – Presentation of program for domestic violence survivors. Mr. Marlier, Montgomery County Prothonotary, stated that the Prothonotary is the elected civil clerk of the Court of Common Pleas and is responsible for recording all civil procedures before the court. The Office of the Prothonotary is responsible for the recording and filing of legal papers of a widely diversified character including Protection from Abuse (PFA) documents. To file a PFA you must submit a 15-page document for a hearing. A program for domestic violence survivors has been started. The Hope Card Program has all the final protection information on a card with resources for the survivor. This card can be presented, in time of need, to any law enforcement person and they will have all the final protection information needed in order to help the survivor. There is also an On-Line Process for electronic filing of the 15-page PFA packet to speed up processing of the PFA. Chief Evans said that our police department is on a web-based site with all PFA filings. The Board thanked Mr. Marlier for his presentation.

A resident on Hill Road stated that she has asked the police to lower the speed on Hill Road and she was told to come to a Township meeting. Cars are travelling well over the speed limit and it has become very dangerous to travel at all on that road. Chief Evans said he can put the speed buggy out there, the resident said that doesn't do anything. Chief Evans commented he can't use speed guns because it is state law that municipalities can't use radar. Mr. Stouch said that the police enforce speed limits that are set by PennDot standards, we can't just lower the speed limit. We will have to look into it, the majority of Hill Road is in New Hanover Township. The resident said a car took out her fence that's how fast it was going. She also complained about the traffic signal at Niantic Road, Mr. Stouch said the traffic signal is in Washington Township and PennDot controls it.

**Engineering Report – Khal Hassan**

Zern Tract Phase II, Escrow Release #15 for \$24,696.00 – an escrow release request has been received from Wayne Rosen for Zern Tract Phase II, Release #15 in the amount of \$24,696.00. Mr. Hassan said 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 II, Release #15, based on the recommendation of the Township Engineer, in the amount of \$24,696.00 with \$1,043,733.81 remaining in escrow. Bergstresser-Aye, Stouch-Aye. Motion passed.

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

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

The unpaid bills as of October 22<sup>nd</sup>, 2024 including the MMO payments and after removing the Firefighters Relief payment of \$78,333.21 is in the amount of \$806,745.06. No questions were given on the bills.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of October 22<sup>nd</sup>, 2024, including the MMO payments and removing the Firefighters Relief payment of \$78,333.21, in the amount of \$806,745.06. Bergstresser-Aye, Stouch-Aye. Motion passed.

Budget Calendar Update – Ms. O'Donnell said that the October 28<sup>th</sup>, 2024 Budget Meeting has been removed from the calendar. The 2025 Budget full review will be Monday November 4<sup>th</sup>, 2024 immediately following the Board of Supervisors Meeting. The final review of the 2025 Budget will be on Monday November 18<sup>th</sup>, 2024 for adoption on Monday, December 16<sup>th</sup>, 2024.

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

**Police Department Report – Chief Robert Evans**

September 2024 Police Statistics: 676 calls for service, 8 reportable accidents, 11 non-reportable accidents, 7 criminal investigations, 1 criminal arrest, 102 traffic citations, and 13 non-traffic citations. On October 25<sup>th</sup>, 2024 we will be conducting interviews of five police applicants for potential employment with Douglass township Police for position of patrolman. On 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. On October 26<sup>th</sup>, 2024 our department will be at Trinity Church to partake in the 4<sup>th</sup> Annual Trunk or Treat festivities. Sergeant Steffie will be representing our department at this event. Officer Delaney has successfully completed Phase 3 of his Field Training and is now assigned to patrol division. No questions were given.

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

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

A written report was provided for the Board of Supervisors.

**Emergency Services Report**

Copies of the EMS Reports are available in the lobby.

ESB Meeting Minutes Tuesday October 15<sup>th</sup>, 2024 – copies of the ESB Meeting Minutes are available in the lobby

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the ESB Meeting Minutes of Tuesday October 15<sup>th</sup>, 2024. Bergstresser-Aye, Stouch-Aye. Motion passed.

**Public Works Report – Michael Heydt**

No report given.

**Manager's Report – Andrew Duncan**

1. Schedule of Meetings:

- a. Monday November 4<sup>th</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. 2025 Budget Review immediately following the Township Meeting.
- b. Tuesday November 5<sup>th</sup>, 2024 Voting for District 3 at Douglass Township Administration Building 7am to 8pm. No Township business will be conducted that day. Mr. Duncan stated that since

District 3 voting will take place on Tuesday November 5<sup>th</sup>, 2024, here in the Township Building, the County will probably want to setup the room on the evening of November 4<sup>th</sup>. Would the Board consider moving the November 4<sup>th</sup>, 2024 Board of Supervisors Meeting to the Firehouse, the Board agreed with moving the location to the firehouse.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to move the November 4<sup>th</sup>, 2024 Board of Supervisors Meeting to the Gilbertsville Fire Company location and to authorize the advertisement for the change of location. Bergstresser-Aye, Stouch-Aye. Motion passed.

c. Monday November 11<sup>th</sup>, 2024 Veteran's Day, Township Office & Highway Department will be closed.

d. Thursday November 14<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6:00pm (Zoning Ordinance Review)**

2. RFP for EMS Services sent out on Friday October 11<sup>th</sup>, 2024. Return date is by Thursday November 14<sup>th</sup>, 2024 @ 11am.

3. Consideration to accept proposal from Kraft Municipal Group for 3<sup>rd</sup> Party Residential Building Inspector and Plan Reviews @ \$84.00 per hour.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the written proposal with Kraft Municipal Group for a 3<sup>rd</sup> Party Residential Building Inspector and Plan Review @ \$84.00 per hour.

Bergstresser-Aye, Stouch-Aye. Motion passed.

4. Consideration of Advertisement for an Asst. Township Manager

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the advertisement for an Assistant Township Manager. Bergstresser-Aye, Stouch-Aye. Motion passed.

5. PennDot – Niantic Road Bridge – Municipal Roadway Detour Memorandum of Understanding (MOU) – Niantic Road Bridge is a PennDot bridge and is in need of a total replacement in 2025 that will take up to 12 months to complete, the MOU is for the detour agreement.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the PennDot - Niantic Road Bridge Municipal Roadway Detour MOU. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Duncan announced that our building inspector, Matt Wojaczyk, will be out of the office for the rest of the week due to the arrival of his new baby this morning. Congratulations to him and his wife.

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

### **Old Business/New Business**

#### **Zoning Hearings:**

1. 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 and he has reduced his requested coverage to 11.9%. The new hearing date is Tuesday October 29<sup>th</sup>, 2024 @ 5:30pm.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to remain neutral and allow the Zoning Hearing Board to make the determination. Bergstresser-Aye. Stouch-Aye. Motion passed.

2. Eisenhuth, 1407 E. Phila Ave, Special Exception – Mr. Duncan stated that Mr. Eisenhuth would like to demolish the old building and construct a new house which would need side yard setbacks of 1-1/2 feet for a Special Exception. Mr. Stouch stated that the building is unsafe and he would recommend the building be demolished within 60 days after the Special Exception if it were to be granted.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to recommend support of the Special Exception with a letter attached for the ZHB that if the Special Exception were to be granted, the building must be demolished within 60 days after the Special Exception appeal period has ended. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Eisenhuth stated that the neighbor's chimney is leaning onto his property. Mr. Stouch stated that we can't do anything about that, it is between you and the neighbor. Mr. Duncan said he will try to help mitigate the situation. Mr. Hassan suggested that Mr. Eisenhuth record and document the issues with the chimney.

**Public Comment**

Fire Marshal Rick Smith stated that there is a Burn Ban in effect for Montgomery County, **no outside burning allowed at all**. There have been a lot of fires due to the dry weather, we haven't had any rain for a while and there is no rain in sight. Mr. Koback thanked the Fire Company for coming to school for Fire Prevention Week, the kids love the fire trucks. Ms. Geisinger thanked the road crew for sealing the curbs in her development.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:43pm. Bergstresser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday, November 4<sup>th</sup>, 2024 @ 7 pm at the Gilbertsville Fire Company.**

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 – September 2024

### INCIDENTS BY TYPE (857):

- 118 – BRUSH/TRASH FIRE: 1
- 142 – BRUSH/FIELD FIRE: 1
- 150 – TRASH/RUBBISH FIRE: 1
- 311 – ASSIST EMS – 3
- 322 – ACCIDENT WITH INJURIES: 2
- 412 – GAS LEAK: 2
- 424 – CARBON MONOXIDE INCIDENT: 3
- 551 – FIRE POLICE CALL: 6
- 553 – PUBLIC SERVICE: 1
- 745 – FIRE ALARM: 4
- 911 – CITIZEN COMPLAINT: 2

### RESPONSE BY MUNICIPALITY (972):

- DOUGLASS TOWNSHIP: 21**
- COLEBROOKDALE TOWNSHIP: 2
- WASHINGTON TOWNSHIP: 2
- UPPER HANOVER TWP: 1
- OTHER: 0

MUTUAL AIDE GIVEN:	<b>1</b>
MUTUAL AIDE RECEIVED:	0
AUTOMATIC AIDE GIVEN:	<b>4</b>
AUTOMATIC AIDE RECEIVED:	1

TOTAL CALLS FOR THE MONTH:	<b>26</b>
CALLS YTD:	26/60
IN SERVICE TIME:	<b>77 hrs. 03 mins.</b>
IN SERVICE TIME YTD:	851 hrs. 34 mins.

### TRAINING FOR THE MONTH

- ▣ ENGINEERS NIGHT -EQUIPMENT CHECKS
- ▣ WATER RESCUE/HIGH WATER
- ▣ PUMPING / DRAFTING
- ▣ EVOC
- ▣ BEYOND THE SIRENS (STA. 97)

### DAILY LOG HOURS

- Administrative Hours: 66 Hours
- Fundraising: 175 Hours, 30 minutes
- Training Hours: 154 Hours, 30 minutes
- Fire Prevention: 2 Hours

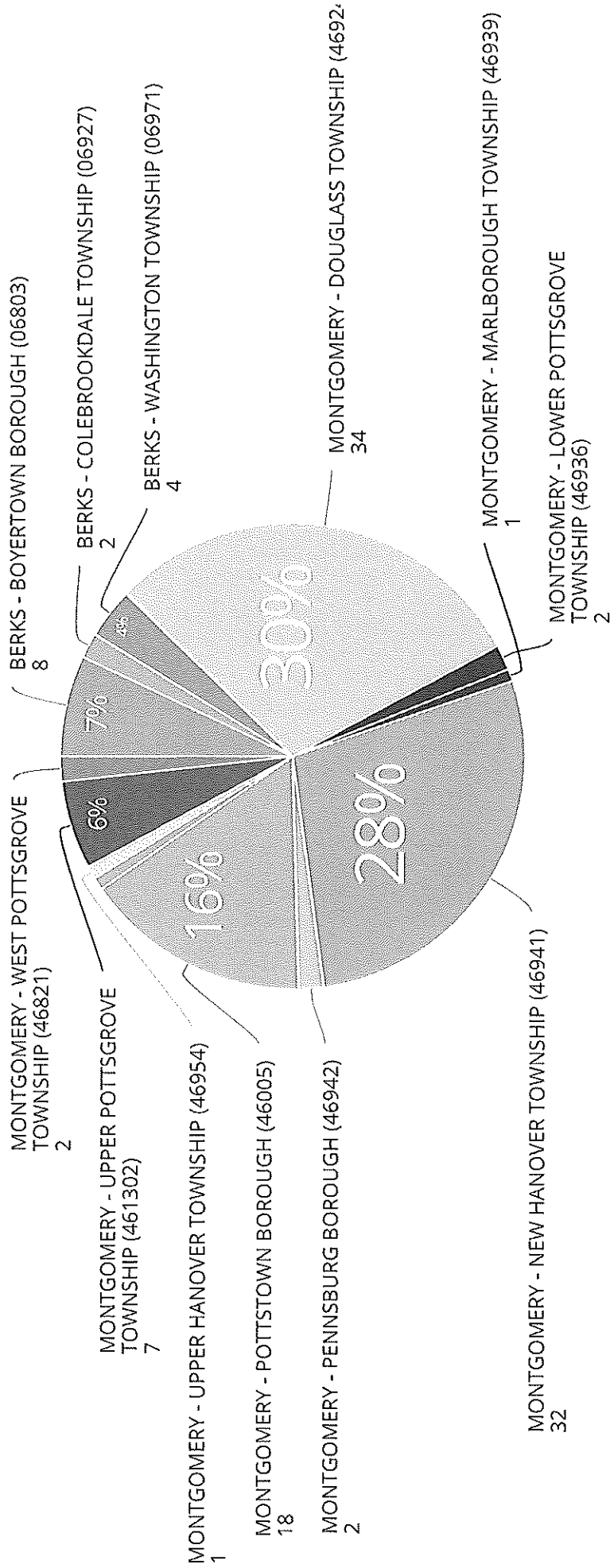
### MERGENCY RESPONSE

<b>8:00PM – 9:00PM</b>	<b>4 minutes, 52 seconds</b>	<b>7.3 volunteers</b>
BUSIEST TIME OF DAY	AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT	AVERAGE PERSONNEL PER CALL

# Zone Breakdown

Oct 4, 2024 7:27:35 PM: EMS

Zone Chart





Total Calls for the month

Total Calls  
114

Total ALS Calls

Incident Number  
54

BLS total calls

Incident Number  
36

Total Agency, Assist Calls

Total Agency, Assist Calls  
0

# Zone Breakdown

Oct 4, 2024 7:27:35 PM EMS

Incident Numebr

Scene Zone	Municipal Totals
BERKS - BOYERTOWN BOROUGH (06803)	8
BERKS - COLEBROOKDALE TOWNSHIP (06927)	2
BERKS - WASHINGTON TOWNSHIP (06971)	4
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	34
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	2
MONTGOMERY - MARLBOROUGH TOWNSHIP (46939)	1
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	32
MONTGOMERY - PENNSBURG BOROUGH (46942)	2
MONTGOMERY - POTTSTOWN BOROUGH (46005)	18
MONTGOMERY - RED HILL BOROUGH (46945)	1
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	1
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	7
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	2

Total Recalls

8

# Zone Breakdown

Oct 4, 2024 7:27:35 PM EMS

## Transports by Destination

Total ambulance transports

Destination Location Name	Total incident number
CHOP-King of Prussia	2
Einstein Medical Center - Montgomery	1
Lehigh Valley Gilbertsville Campus	15
Lehigh Valley Hospital-Cedar Crest	9
Phoenixville Hospital - Tower Health	1
Pottstown Hospital - Tower Health	45
Reading Hospital - Tower Health	3
St. Luke's Hospital - Bethlehem	1
St. Luke's Hospital-Upper Bucks Campus	1

Total Ambulance transports  
**78**

# Bally Community Ambulance Association Municipal Report

## September EMS Calls

### Calls by Municipality

Municipality	Count	Pct
Bally, Berks	9	7.2
Bechtelsville, Berks	2	1.6
Boyetown, Berks	3	2.4
Colebrookdale (Township of), Berks	1	0.8
District (Township of), Berks	5	4
Douglass (Township of), Montgomery	9	7.2
East Greenville, Montgomery	4	3.2
Hereford (Township of), Berks	29	23.2
New Hanover (Township of), Montgomery	1	0.8
Pennsburg, Montgomery	7	5.6
Pike (Township of), Berks	2	1.6
Red Hill, Montgomery	6	4.8
Upper Hanover (Township of), Montgomery	7	5.6
Washington (Township of), Berks	40	32
<b>Total</b>	<b>125</b>	

### Calls by Outcome/Shift

Outcome	Day Shift	Night Shift	Second Truck ALS/BLS	Total
Cancelled	9	2	0	11
Dead at Scene - No Resuscitation Attempted	0	1	0	1
Lift Assist	7	5	1	13
No Patient Found	2	1	0	3
No Treatment Required	2	1	0	3
Patient Refused Care	1	0	0	1
Standby- fire scene or other	0	1	0	1
Treated and Released	4	2	0	6
Treated, Transported ALS	41	23	0	64
Treated, Transported BLS	16	5	1	22
<b>Total:</b>	<b>82</b>	<b>41</b>	<b>2</b>	<b>125</b>

### Downward Trend

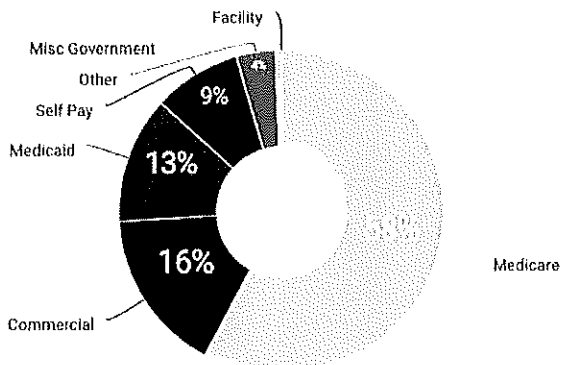
- Overall Volume is down 76 calls YTD
- Billable Call Volume down 41 calls YTD

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

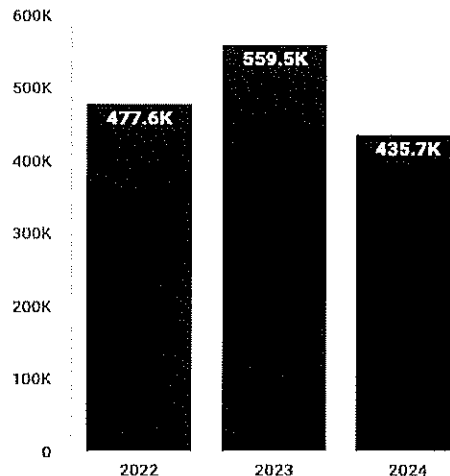
Municipality	Count	Pct
Bally, Berks	95	8.8
Bechtelsville, Berks	44	4.1
Boyertown, Berks	45	4.2
Colebrookdale (Township of), Berks	16	1.5
District (Township of), Berks	49	4.5
Douglass (Township of), Montgomery	69	6.4
Earl (Township of), Berks	1	0.1
East Greenville, Montgomery	36	3.3
Green Lane, Montgomery	1	0.1
Hereford (Township of), Berks	203	18.8
Longswamp (Township of), Berks	5	0.5
Lower Macungie (Township of), Lehigh	2	0.2
Macungie, Lehigh	1	0.1
New Hanover (Township of), Montgomery	5	0.5
Oley (Township of), Berks	1	0.1
Pennsburg, Montgomery	63	5.8
Pike (Township of), Berks	31	2.9
Pottstown, Montgomery	1	0.1
Red Hill, Montgomery	31	2.9
Upper Hanover (Township of), Montgomery	48	4.5
Upper Milford (Township of), Lehigh	3	0.3
Upper Pottsgrove (Township of), Montgomery	1	0.1
Washington (Township of), Berks	326	30.2
West Pottsgrove (Township of), Montgomery	1	0.1
<b>Total</b>	<b>1078</b>	

## Billing Trends

**Trip Volume by Primary Payor**



**3 Year Deposit Trend**



# Bally Community Ambulance Association Municipal Report

## News and Notes:

- The importance of substantive funding cannot be overstated. Annual donations are not a guaranteed source of income. There is no current mechanism to account for the cost of readiness of an EMS agency. EMS agencies have paid personnel on duty 24 hours a day, 7 days a week, 365 days a year. Our staffing model has an EMT and Paramedic on duty around the clock. In 2023, it cost \$1,462.81 a day to staff one ambulance. This does not account for equipment, supplies, fuel, insurance, etc. Our primary source of income is revenue from ambulance billing which falls far below our annual expenses. We are actively engaging with all of our municipal partners about the importance of sustainable financial support for emergency medical services.
- Possible Funding Solutions:  
Emergency Services Tax - Up to 0.5 mil Emergency Services tax can be enacted by resolution.  
Per household donation - Dollar value per household that helps address cost of readiness.  
Per call donation - Donation provided based on how many calls occur in the municipality. This method is difficult to budget for because it is tied to an unknown factor (call volume)  
The only guaranteed source of revenue is an Emergency Services Tax.
- Bally Ambulance has applied for and will be receiving a low interest loan from the OSFC in the amount of \$90,000. This is a reimbursement loan to offset a portion of the funds spent on remounted ambulance we purchased in April of this year. No closing date set.
- Final Report for the 2023/24 OSFC grant was submitted. Grant was for \$15K and used for debt reduction. 2024/25 OSFC grant application has been submitted. This grant has been written to cover the cost of a replacement stair chair (\$5,000) and to reimburse a portion of the cost of fuel for our ambulances (\$10,000).
- Our budget process is currently underway. Anticipating a 6-8% increase in expenses.

Respectfully Submitted,

*Michael B Groff*

Michael B. Groff BS, NRP  
Chief of Operations  
Bally Community Ambulance Association