



Douglass Township, Montgomery County

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AGENDA – January 21st, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of January 6th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for January 21st, 2025 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
 - a. Avante Apartments
 - b. Zern Tract Phase 3 – Escrow Release #10 (\$4,432.50)
 - c. Hallowell Tract Country View Estates Phase 3 – Escrow Release #3 (\$1,359,574.40)
6. Treasurers Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
7. Solicitor Report – Wendy Mckenna, Esq.
 - a. Resolution No. 01212025-01 - Appointing the members of the Douglass Township Zoning Hearing Board in Accordance with the PA Municipalities Planning Code
8. Police Department Report – Chief Robert Evans
 - a. Monthly Report
9. Emergency Services Reports
 - a. Gilbertsville Fire and Rescue Monthly Report
 - b. EMS Reports
10. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings
 1. Monday February 3rd, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm
 2. Wednesday February 5th, 2025 ZHB Meeting @ 5:30pm (Curry-Logan Continuance)
 3. Monday February 10th, 2025 ESB Meeting @ 6pm
 4. Thursday February 13th, 2025 Planning Agency Mtg @ 7pm, Workshop @ 6pm

5. Matt Wojaczyk – Building Inspector – Resignation
- 5b. Consultancy Agreement
6. Assistant Township Manager – Consideration to hire David Thompson
7. Resolution 01212025-02 and Promulgation to adopt the Emergency Operations Plan of Douglass Township.

11. Old Business / New Business

12. Public Comment

13. Adjournment

Next Meeting February 3rd, 2025 @ 7pm

The meeting of the Douglass Township Board of Supervisors was called to order at 7:02P.M. Attending were Chairman Josh Stouch, Supervisor Don Bergstresser, Solicitor Devin Ralph, Manager Andrew Duncan, Allison Lee of Pennoni & Associates, Chief Evans, Cynthia O'Donnell, Mike Heydt, and approximately 6 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 6:00pm to 6:30pm involving personnel matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the January 6th, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the January 6th, 2025 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 21st, 2025 Board of Supervisors Agenda, Mr. Stouch motioned to add 5b. under the Managers Report for a Consultancy Agreement, seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the January 21st, 2025 Agenda with the addition of 5b. Consultancy Agreement under the Managers Report. Bergstresser-Aye, Stouch-Aye. Motion passed.

Engineering Report – Allison Lee

Avante Apartments – Ms. Lee stated that representatives for Avante Apartments requested Preliminary/Final Plan approval for a temporary 2-lot subdivision for financing purposes in the R-4 District. Lot #1 consists of approximately 8.32 acres with existing apartments, lot #2 is approximately 11.68 acres for future development to consist of 6 apartment buildings (68 units), parking, curbing, and walkways. The lots will be combined into one parcel after construction has been completed. Mr. Stouch asked Ms. Lee if she felt comfortable with approving the Preliminary/Final Plan for the 2-lot subdivision. Ms. Lee stated that there will be a request for variances however this does not apply at this time.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Avante Apartments Preliminary/Final Subdivision Plan contingent upon the applicant satisfying all of the comments in the Pennoni review letter dated January 9th, 2025 at the time of land development and to authorize the Solicitor to prepare Resolution documents for the next Board of Supervisors Meeting on February 3rd, 2025. Bergstresser-Aye, Stouch-Aye. Motion passed.

Zern Tract Phase 3, Escrow Release #10 (\$4,432.50) – Ms. Lee stated that a site inspection was conducted on January 16th, 2025 and based on the observations of the work, this release is recommended.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Zern Tract Phase 3, Escrow Release #10 in the amount of \$4,432.50, as recommended by Pennoni Associates, leaving an escrow balance amount of \$581,062.26. Bergstresser-Aye, Stouch-Aye. Motion passed.

Hallowell Tract Country View Estates Phase 3, Escrow Release #3 (\$1,359,574.40) – Ms. Lee stated that a site inspection was conducted on December 18th, 2024 and based on the observations of the work, this release is recommended.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Hallowell Tract Country View Estates Phase 3, Escrow Release #3 in the amount of \$1,359,574.40, as recommended by Pennoni Associates, leaving an escrow balance amount of \$734,706.24. 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 January 21st, 2025 amount to \$194,830.66. Ms. O'Donnell gave a brief overview of some of the unusual bills. 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 January 21st, 2025 in the amount of \$194,830.66. Bergstresser-Aye, Stouch-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. Motion passed.

Solicitor Report – Devin Ralph, Esq.

Resolution #01212025-01 – Appointing the members of the Douglass Township Zoning Hearing Board in Accordance with the PA Municipalities Planning Code. Ms. Ralph stated that the Zoning Hearing Board Members have changed therefore a Resolution was required in order to add new member Kristian Hammill to the Zoning Hearing Board.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution #01212025-01 Appointing the members of the Douglass Township Zoning Hearing in Accordance with the PA Municipalities Planning Code. Bergstresser-Aye, Stouch-Aye. Motion passed.

Police Department Report – Chief Robert Evans

December 2024 Police Statistics: 738 calls for service, 9 reportable accidents, 16 non-reportable accidents, 4 criminal investigations, 1 criminal arrest, 28 traffic citations, and 3 non-traffic citations. Chief Evans announced that on December 7th, 2024 the police department was invited by Eastern Berks Regional Police to attend their Shop with a Cop Program. Sgt. Steffie and Officer Perretta represented our department for this event. During the month of December, we saw a rise in accidents due to weather conditions and deer strikes. Please be mindful of deer activity this time of year and slow down during poor weather conditions. New Taser 7 less lethal equipment was ordered for our department. This will be paid for by an approved grant received for this equipment. Chief Evans will give his yearly report at the next meeting. Mr. Stouch asked if the Chief had any news on the EV for the police department, Chief Evans stated that maybe it will arrive Thursday or Friday as of today it is still in Texas. No other 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.

Emergency Services Report

Chief Duncan stated that for the month of December GF&R had 31 calls for service with 24 calls in Douglass Township, in service time was 90 hours and 32 minutes. Busiest time of day is 6am-7am. The average time from dispatch to first arriving unit is 4 minutes, 58 seconds. Average personnel per call is 9.1 volunteers. Chief Duncan stated that this is the 20th Year that the Gilbertsville Fire and Rescue Company is in operation and copies of the 2024 Annual Report for Gilbertsville Fire and Rescue are available in the lobby. GACAS had 147 calls for service in December. Bally Ambulance had 10 calls for service in December for Douglass Twp. Mr. Stouch asked Chief Groff of Bally Ambulance if there are any questions or concerns with the proposed Fair Funding Module, Chief Groff stated that he has no problems with it. Mr. Stouch announced that they are in the process of finalizing the Fair Funding Module. Copies of the EMS Reports are available in the lobby.

Manager's Report – Andrew Duncan

a. Schedule of Meetings:

1. Monday February 3rd, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. Wednesday February 5th, 2025 ZHB Meeting @ 5:30pm (Curry-Logan, Grosser Rd – Continuance)
3. Monday February 10th, 2025 ESB Meeting @ 6pm
4. Thursday February 13th, 2025 Planning Agency Mtg @ 7pm, **Workshop @ 6pm (Zoning Updates)**
5. Matt Wojaczyk, Building Inspector (Resignation) – Mr. Duncan stated that Mr. Wojaczyk submitted a letter of resignation as Building Inspector. Mr. Wojaczyk accepted a position closer to his home. Matt was traveling over an hour to work here and wished to be closer to home since welcoming a new daughter in October.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the resignation of Matt Wojaczyk as Building Inspector for Douglass Township. Bergstresser-Aye, Stouch-Aye. Motion passed.

- 5b. Agreement – Mr. Duncan stated that the Township wishes to enter into an agreement with Matt Wojaczyk.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve an agreement between Douglass Township and Matt Wojaczyk in a form satisfactory to the Township Solicitor. Bergstresser-Aye, Stouch-Aye. Motion passed.

6. Assistant Township Manager – Consideration to hire David Thompson – Mr. Duncan asked for consideration to hire David Thompson as the Asst. Township Manager for building/zoning oversight as well as other duties deemed necessary by the Township.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to hire David Thompson as the Assistant Township Manager for building/zoning oversight as well as other duties deemed necessary by the Township. Bergstresser-Aye, Stouch-Aye. Motion passed.

7. Resolution #01212025-02 and Promulgation to adopt the Emergency Operations Plan of Douglass Township – Mr. Duncan requested the approval by the Board.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution #01212025-02 and Promulgation for the Emergency Operations Plan of Douglass Township. Bergstresser-Aye, Stouch-Aye. Motion passed.

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

Old Business/New Business

A resident from Huntsville Drive asked if any progress was made on increasing the allowable building coverage in the zoning ordinance. Ms. Lee responded that we are still working with the County on changing that part of the ordinance so it looks more like the end of the year. Mr. Duncan added that he, Ms. Lee, and Ms. Crimm from the County are working to expedite this and hope to get it added hopefully in six months by working on the ordinance in between planning agency meetings.

Public Comment

No comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:35pm. Bergstresser-Aye, Stouch-Aye.

The next Board of Supervisor's Meeting will be Monday February 3rd, 2025 @ 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 – December 2024

INCIDENTS BY TYPE (857):

- 111 – BUILDING FIRE: 3
- 311 – ASSIST EMS – 5
- 322 – ACCIDENT WITH INJURIES: 7
- 323 – MOTOR VEHICLE INV. PEDESTRIAN: 1
- 324 – VEHICLE ACCIDENT: 1
- 353 – ELEVATOR RESCUE: 1
- 357 – EXTRICATION FROM MACHINERY: 1
- 412 – GAS LEAK: 1
- 551 – FIRE POLICE CALL: 6
- 553 PUBLIC SERVICE: 1
- ~~553 – PUBLIC SERVICE: 1~~
- 745 – FIRE ALARM: 1
- 911 – CITIZEN COMPLAINT: 3

RESPONSE BY MUNICIPALITY (972):

- DOUGLASS TOWNSHIP: 24**
- COLEBROOKDALE TOWNSHIP: 1
- BECHTELSVILLE BOROUGH: 1
- BOYERTOWN BOROUGH: 2
- NEW HANOVER TOWNSHIP: 1
- UPPER POTTS GROVE TOWNSHIP: 2
- OTHER: 0

MUTUAL AIDE GIVEN:	5
MUTUAL AIDE RECEIVED:	1
AUTOMATIC AIDE GIVEN:	2
AUTOMATIC AIDE RECEIVED:	8

TOTAL CALLS FOR THE MONTH:	31
CALLS YTD:	344
IN SERVICE TIME:	90 hrs. 32 mins.
IN SERVICE TIME YTD:	1090 hrs. 39 mins.

TRAINING FOR THE MONTH

- ▣ ENGINEERS NIGHT -EQUIPMENT CHECKS
- ▣ HOSELINE ADVANCEMENT
- ▣ INCIDENT COMMAND AND ACCOUNTABILITY
- ▣ RELIEF INVENTORY

DAILY LOG HOURS

- Administrative Hours: 47 hours
- Fundraising: 192 Hours
- Training Hours: 122 Hours, 30 minutes
- Fire Prevention: 6 hours
- Apparatus Preventative Maintenance: 6 Hours

EMERGENCY RESPONSE

6:00AM – 7:00AM	4 minutes, 58 seconds	9.1 Volunteers
BUSIEST TIME OF DAY	AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT	AVERAGE PERSONNEL PER CALL



Custom v Jan 1, 2024 - Dec 31, 2024 v

63%

TRANSPORTS
Percentage of Patient Encounters

11%

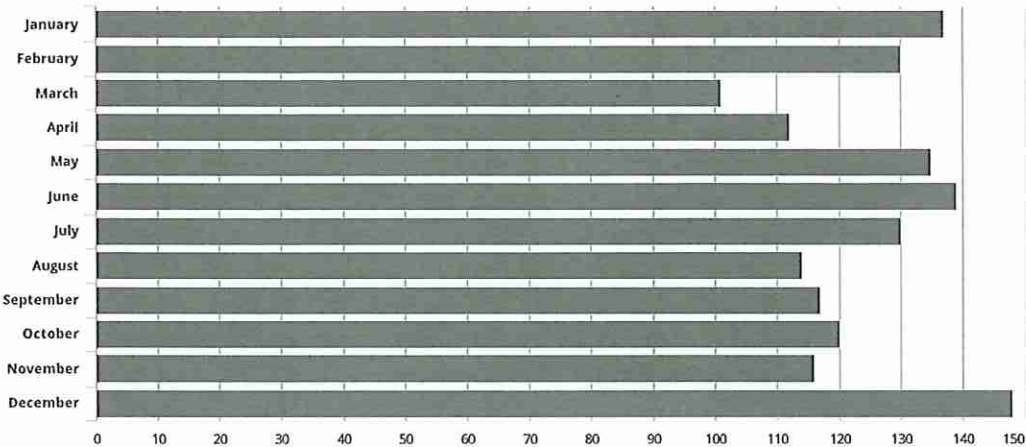
NON TRANSPORTS
Percentage of Patient Encounters

16%

OTHER DISPOSITIONS
Percentage of Patient Encounters

1,499

RECORDS
In Selected Time Slice



366

DAYS
In Selected Time Slice

- Counts
- % Rows
- % Columns
- % All

	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Total
January	137													137
February		130												130
March			101											101
April			1	111										112
May				1	134									135
June					1	138								139
July						2	128							130
August								114						114
September								2	115					117
October										120				120
November										1	115			116
December											1	147		148
Total	137	130	102	112	135	140	128	116	115	121	116	147		1,499

Bally Community Ambulance Association Municipal Report

December 2024 Call Data

Calls by Municipality:

Group	Count	Pct
Bally, Berks	10	6.6
Bechtelsville, Berks	7	4.6
Boyertown, Berks	7	4.6
Colebrookdale (Township of), Berks	3	2
District (Township of), Berks	5	3.3
Douglass (Township of), Montgomery	10	6.6
Earl (Township of), Berks	1	0.7
East Greenville, Montgomery	1	0.7
Hereford (Township of), Berks	28	18.5
Longswamp (Township of), Berks	2	1.3
Pennsburg (RR name Pennsburg-East Greenville), Montgomery	12	7.9
Pike (Township of), Berks	3	2
Red Hill, Montgomery	4	2.6
Upper Hanover (Township of), Montgomery	9	6
Washington (Township of), Berks	49	32.5
Total	151	

Calls by Outcome/Shift:

Column1	Day Shift	Night Shift	Total
ALS Assist	1	1	2
Cancelled	10	7	17
Dead at Scene - No Resuscitation Attempted	2	1	3
Lift Assist	10	8	18
No Patient Found	4	2	6
No Treatment Required	5	2	7
Patient Refused Care	2	4	6
Standby- fire scene or other	1	2	3
Treated, Transported ALS	39	27	66
Treated, Transported BLS	16	7	23
Total:	90	61	151