



Douglas Township, Montgomery County

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AGENDA – February 18th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of February 3rd, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for February 18th, 2025 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
 - a. 115 W. Moyer Road – Subdivision Preliminary Plan 2nd Submission – Consideration for Preliminary Plan Approval
 - b. Douglas Park Tennis/Pickleball Court Renovation Payment No. 4 (Final) \$11,563.05
6. Solicitor's Report – Wendy McKenna, Esq.
 - a. AIA Document – Consideration to approve Amendment to the Professional Services Agreement with Alloy5 for municipal building renovation project.
 - b. Resolution No. 02182025-01 - (Authorizing the Submission of a Grant Application for the 2025 Round of The Trees for Watersheds Grant Program)
7. Police Department Report – Sgt. Matthew Swavely
 - a. Monthly Report
 - b. Advertise for Part Time Police Officer Position – Consideration
8. Emergency Services Reports
 - a. Gilbertsville Fire & Rescue Monthly Report
 - b. Gilbertsville Area Community Ambulance Monthly Report
 - c. Bally Community Ambulance Monthly Report
 - d. Recommendation from Emergency Services Board to Adopt the EMS Fair Funding Model Documents for EMS Reimbursements.
9. Treasurers Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)

10. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings
 1. Monday March 3rd, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm
 2. Thursday March 13th, 2025 Planning Agency Mtg @ 7pm, Workshop @ 6pm
 - b. Fish Rodeo – Requested date for Saturday May 10th, 2025 – Consideration to authorize manager to begin planning and order necessary items to include fish for this recreation event.
 - c. Gilbertsville Road Bridge over Minister Creek – PennDot Update
 - d. Zoning Hearing Decision – 1446 Grosser Rd (Curry-Logan), conversion of a barn to an in-law suite.
 - e. Agricultural Secure Area Application – Kenneth Yoder is proposing to add 134.31 acres to the Douglass Township Agricultural Secure Area. This property is located in the Papermill Road/Lone Pine Road section of the Township.
 - f. Approval of the 2024 Douglass Township Volunteer Tax Rebate Program Roster submitted by Gilbertsville Fire & Rescue.
 - g. Roger Updegrave – Resignation from Auditor position (Board Action Required)
11. Old Business / New Business
12. Public Comment
13. Adjournment

NEXT MEETING MONDAY MARCH 3RD, 2025 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Allison Lee of Pennoni & Associates, Sgt. Swavely, Cynthia O'Donnell, Mike Heydt, McKenna Powanda, and approximately 13 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there were two Executive Sessions, one held this evening from approximately 6:00pm to 6:45pm involving personnel matters and one held on Wednesday February 12th, 2025 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 February 3rd, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the minutes of the February 3rd, 2025 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 February 18th, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the February 18th, 2025 Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee

115 W. Moyer Road (Terralead LLC) – Subdivision Preliminary Plan 2nd Submission (Consideration for Preliminary Plan approval) – Mr. Zysk, Ms. Rice, and a representative from Terralead were present. Mr. Zysk commented that they received the 2nd Pennoni Review Letter dated February 5th, 2025 and received Preliminary Plan recommendation from the Planning Agency. Tonight, they are asking the Board for Preliminary Plan approval. Ms. Lee said 7 waivers were requested with no issues, recommendation was in support of the waivers, also there is a tree waiver fee that must be paid. Ms. McKenna stated that the recreation fee is deferred to Pennoni Engineering. Ms. Carpenter said residents living on the Estate Lot were concerned that the on-site pond would dry up and that is their source of water, Ms. Rice commented that the pond is fed off-site from Cross Road which would not be affected but they will monitor the situation.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for Preliminary Plan approval contingent upon the applicant satisfying all of the comments in the Pennoni revised review letter dated February 7th, 2025 for 115 W. Moyer Road and to authorize the Solicitor to prepare Preliminary Plan Resolution documents for the next Board of Supervisors Meeting on March 3rd, 2025. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Douglass Park Tennis/Pickleball Court Renovation Payment #4 (Final) \$11,563.05 – Ms. Lee said we have reviewed the request for payment and recommend approval of final payment #4 in the amount of \$11,563.05. Mr. Stouch asked Mr. Powanda if he had any issues with the release, he stated that the court paint at one spot was chipping but there is a two-year Maintenance Period that started on December 12th, 2024 and will expire on December 12th, 2026.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve final payment #4 in the amount of \$11,563.05 for the Douglass Park Tennis/Pickleball Court Renovation project, there is a two-year Maintenance Period beginning December 12th, 2024 and ending on December 12th, 2026. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Solicitor Report – Wendy McKenna, Esq.

AIA Document – Consideration to approve Amendment to the Professional Services Agreement with Alloy5 for municipal building renovation project. This is for the USDA loan requirements.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the Amendment to the Professional Services Agreement with Alloy5 for the municipal building renovation project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Resolution #02182025-01 (Authorizing the Submission of a Grant Application for the 2025 Round of The Trees for Watersheds Grant Program) – Solicitor McKenna reviewed the requirements for the Grant Application for a \$5,000 grant. This application is due 2/28/2025 and will be used for basin plantings in the park.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Resolution #02182025-01 Authorizing the Submission of a Grant Application for the 2025 Round of The Trees for Watersheds Grant Program. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Police Department Report – Sgt. Matthew Swavely

January 2025 Police Statistics: 798 calls for service, 8 reportable accidents, 15 non-reportable accidents, 8 criminal investigations, 4 criminal arrests, and 67 traffic citations. Sgt. Swavely announced that on Tuesday March 18th, 2025 the Douglass Township Police Department will be participating in Coffee with A Cop at the Giant Food Store on Holly Road in the Douglass Town Center. The event will be from 10am – 11am. Sgt. Swavely announced that in January the Thivarath brothers both plead guilty to charges stemming from a “shots fired” call which took place in November of 2023. The victim of the incident called police reporting that the suspect had fired at his vehicle from a driveway, then entered a vehicle and began to chase the victim firing several more shots. After a several months long investigation by Chief Evans, Detective Castellucci and the Montgomery County Detectives, the brothers were arrested in January of 2024. On January 9th, 2025, Davin Thivarath pled guilty to Attempted Murder and Possession of a Firearm by a Minor and was sentenced to 5-1/2 - 12 years in state prison. On January 30th, 2025, Kevin Thivarath pled guilty to Person Not to Possess a Firearm and Possession with the Intent to deliver, and was sentenced to 3-1/2 – 10 years in state prison.

Advertise for Part Time Police Officer Position (Consideration) – Sgt. Swavely asked the Board for Authorization to Advertise for a Part Time Police Officer Position.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser authorizing the advertisement for a Part Time Police Officer Position. 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.

Emergency Services Report

Chief Duncan stated that for the month of January GF&R had 36 calls for service with 21 calls in Douglass Township, in service time was 143 hours and 38 minutes. Busiest time of day was 12pm – 3pm. The average time from dispatch to first arriving unit is 4 minutes, 46 seconds. Average personnel per call is 9.4 volunteers. GACAS had 133 calls for service in January. Bally Ambulance had 7 calls for service in January for Douglass Twp. Copies of the EMS Reports are available in the lobby.

Recommendation from Emergency Services Board to Adopt the EMS Fair Funding Model Documents for EMS Reimbursements – Mr. Duncan announced that Gilbertsville Area Community Ambulance has filed an appeal in

regards to the EMS Fair Funding Model. The Board has not had an opportunity to review the appeal at this time and requested to table this item until further notice. Mr. Stouch asked that this item remain on the Board of Supervisors Agenda under old business/new business.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to table the EMS Fair Funding Model decision until further notice and to continue to list this item as open on the Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

Treasurer's Report – Cynthia O'Donnell

The unpaid bills as of February 18th, 2025 amount to \$255,831.09. 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 Ms. Carpenter to authorize payment of the Unpaid Bills as of February 18th, 2025 in the amount of \$255,831.09. 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.

Manager's Report – Andrew Duncan

a. Schedule of Meetings:

1. Monday March 3rd, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. Thursday March 13th, 2025 Planning Agency Mtg @ 7pm, **Workshop @ 6pm (Zoning Updates)**

b. Trout Rodeo – Requested date for Saturday May 10th, 2025 – Consideration to authorize Manager to begin planning and order necessary items to include fish for this recreation event. Ms. McKenna stated that Mr. Brant has contributed to this event over the years and Brant & Associates will continue to follow suit and contribute to the event.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the Manager to begin planning and order necessary items to include fish for the May 10th, 2025 Trout Rodeo. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- c. Gilbertsville Road Bridge over Minister Creek – PennDot Update – there was a public (zoom) meeting on the replacement of the bridge at Gilbertsville Road & Grosser Road. PennDot will be replacing the bridge with a concrete culvert after schools are closed in the summer of 2026 and will take 90 days to complete. PennDot is working with everyone in the area to make detours helpful, a link will be placed on the Township website.
- d. Zoning Hearing Decision – 1446 Grosser Rd (Curry-Logan), conversion of a barn to an in-law suite. Mr. Duncan said the original plan was downsized to renovate only the lower level of barn. The Zoning Hearing Board granted this variance with conditions.
- e. Agricultural Secure Area Application – Kenneth & Martha Yoder propose to add 134.31 acres to the Douglass Township Agricultural Secure Area. this property is located in the Paper Mill Road/Lone Pine Road/Henry Road sections of the Township.
- f. Approval of the 2024 Douglass Township Volunteer Tax Rebate Program Roster submitted by Gilbertsville Fire & Rescue – Mr. Duncan stated that 21 members qualified for this program, this has helped with the retention and recruitment of volunteers.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the 2024 Douglass Township Volunteer Tax Rebate Program Roster as submitted by Gilbertsville Fire & Rescue. Bergstresser-Recused stating that he benefits from this program, Stouch-Aye, Carpenter-Aye. Motion passed.

- g. Roger Updegrove – Resignation from Auditor position (Board Action Required) – Mr. Duncan informed

the Board that Mr. Updegrove also serves on the School Board and the School Board felt it was a conflict for Mr. Updegrove to also serve as an Auditor.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the resignation of Roger Updegrove as Auditor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if anyone has any interest in filling this position to please email Mr. Duncan. We have 30 days to fill the position. No questions were given on the Manager's Report.

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

Old Business/New Business

New Business - Mr. Stouch asked for a new item to be added on the next agenda under new business, the police bargaining unit has asked that the Police Contract be opened up for inclusion of (Lateral Transfers). Also Mr. Powanda said that in 2025 the 5-year contract with Waste Management ends with a one-year extension available, we need to discuss a one-year extension. No other old business or new business was discussed.

Public Comment

Mr. Heydt commented that the roadcrew has been out from Sunday 6pm to Monday 6pm in efforts to keep the roads passable and clearing tree debris from the roadways, Mr. Mashintonio commented that the roadcrew does a great job through the storms. Sgt. Swavely thanked all the services for doing a great job everyone helps each other out. Mr. Mashintonio said if the Fire Company would ever need water access they could use his hydrant on his property. Mr. Garber asked when Nelmor Blvd would be fixed, a new house was built on that road and he was told it the road would be fixed when the house was completed. Mr. Heydt said he would see it he could patch it or possibly do an overlay. Mr. Stouch asked Mr. Heydt to try to fix it this year or add it to next year's budget. No other comments were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:48pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday March 3rd, 2025 @ 7 pm

Respectfully submitted by,
Marcy Meitzler



GILBERTSVILLE FIRE AND RESCUE COMPANY

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Fire Company Report – January 2025

INCIDENTS BY TYPE (857):

- 111 – BUILDING FIRE: 5
- 131 – VEHICLE FIRE: 1
- 142 – BRUSH FIRE: 1
- 161 – ELECTRICAL FIRE OUTSIDE: 1
- 311 – ASSIST EMS – 2
- 322 – ACCIDENT WITH INJURIES: 7
- 412 – GAS LEAK: 2
- 424 – CARBON MONOXIDE: 2
- 444 – POWER LINE DOWN: 1
- 462 – HELICOPTER LANDING: 2
- 551 – FIRE POLICE CALL: 8
- 745 – FIRE ALARM: 2
- 900 – SPECIAL SERVICE: 2

RESPONSE BY MUNICIPALITY (972):

- DOUGLASS TOWNSHIP: 21**
- BOYERTOWN BOROUGH (BERKS): 3
- COLEBROOKDALE TOWNSHIP (BERKS): 3
- DOUGLASS TOWNSHIP (BERKS): 1
- NEW HANOVER TOWNSHIP: 2
- UPPER POTTS GROVE: 6

MUTUAL AIDE GIVEN:	6
MUTUAL AIDE RECEIVED:	0
AUTOMATIC AIDE GIVEN:	6
AUTOMATIC AIDE RECEIVED:	5

TOTAL CALLS FOR THE MONTH:	36
CALLS YTD:	36
IN SERVICE TIME:	143 hrs. 38 mins.
IN SERVICE TIME YTD:	143 hrs. 38 mins.

TRAINING FOR THE MONTH

- ENGINEERS NIGHT - EQUIPMENT CHECKS
- HOSELINE ADVANCEMENT
- HAZ-MAT OPS. REFRESHER
- VEHICLE RESCUE

DAILY LOG HOURS

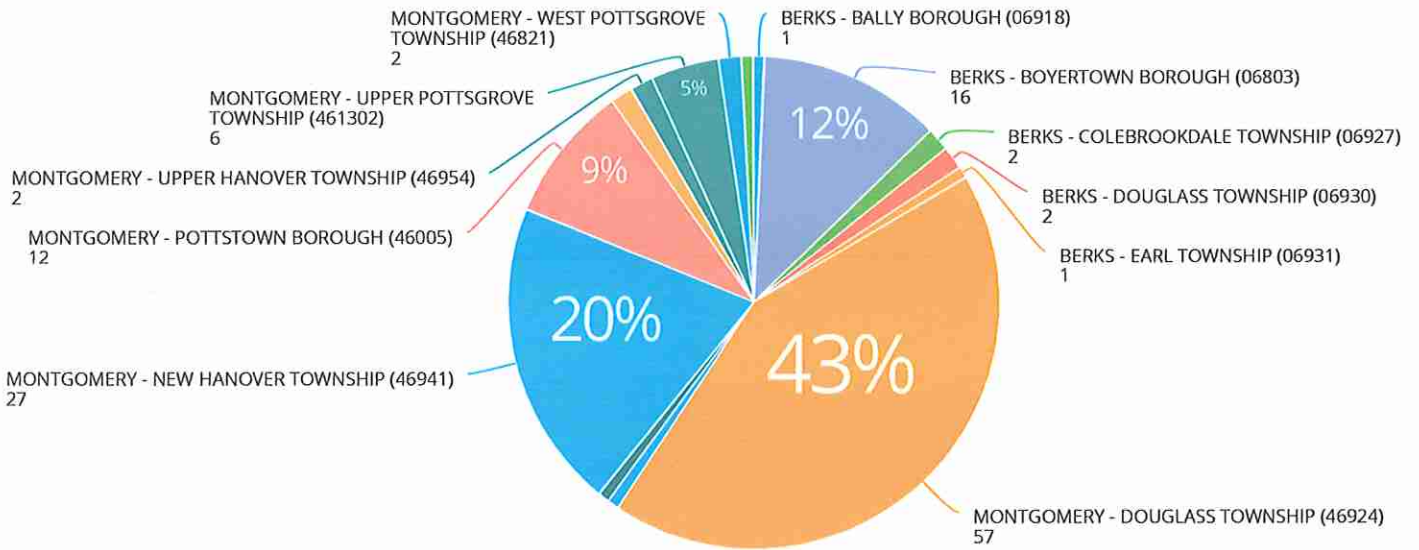
Administrative Hours: 29 Hours, 30 Minutes

Training Hours: 277 Hours, 30 Minutes

EMERGENCY RESPONSE

12:00PM – 3:00PM	4 minutes, 46 seconds	9.4 volunteers
BUSIEST TIME OF DAY	AVERAGE TIME FROM DISPATCH TO FIRST ARRIVING UNIT	AVERAGE PERSONNEL PER CALL

Zone Chart



Zone Breakdown Feb 9, 2025 6:45:27 PM EMS

Total Calls for the month

Total Calls
133

Total ALS Calls

Incident Number
68

BLS total calls

Incident Number
46

Total Agency, Assist Calls

Total Agency, Assist Calls
1

Zone Breakdown Feb 9, 2025 6:45:27 PM EMS

Incident Numebr

Scene Zone	Municipal Totals
BERKS - BALLY BOROUGH (06918)	1
BERKS - BOYERTOWN BOROUGH (06803)	16
BERKS - COLEBROOKDALE TOWNSHIP (06927)	2
BERKS - DOUGLASS TOWNSHIP (06930)	2
BERKS - EARL TOWNSHIP (06931)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	57
MONTGOMERY - EAST GREENVILLE BOROUGH (46925)	1
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	1
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	27
MONTGOMERY - POTTS TOWN BOROUGH (46005)	12
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	2
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	2
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	6
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	2
N/A	1

Total Recalls

1

Zone Breakdown Feb 9, 2025 6:45:27 PM EMS

Transports by Destination

Destination Location Name	Total incident number
CHOP-King of Prussia	2
Lehigh Valley Gilbertsville Campus	35
Lehigh Valley Hospital-Cedar Crest	13
Phoenixville Hospital - Tower Health	1
Pottstown Hospital - Tower Health	34
Reading Hospital - Tower Health	1
St. Luke's Hospital-Upper Bucks Campus	4

Total ambulance transports

Total Ambulance transports
90