

Douglass Township, Montgomery County

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AGENDA – December 19th, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of December 5th, 2022 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for December 19th, 2022 – additions, corrections, motion for approval.
5. Hearing for Ordinance #2022-04 Authorizing Washington Township, Berks County into the Intergovernmental Cooperative Agreement with PARRC. (BOS Adoption Required)
6. ZHB Decision - 45 Brian Rd – zoning relief from Accessory Building Coverage – In-ground Pool. Granted With Conditions.
7. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Copies of Unpaid Bills Detail Report in Township Lobby
 - c. 2023 General Budget, balanced at \$4,845,990.00. (BOS Adoption Required)
 - d. 2023 Tax Resolution 12192022-01 Real Estate Tax Remains at 3.0 Mills. (BOS Adoption Required)
 - e. 2023 Tax Resolution 12192022-02 – additional .5 mills for the Emergency Service Tax to fund GACAS (ESB recommended approval to BOS) (BOS Adoption Required)
 - f. Street Light Tax Assessment – Due to higher electric rates, increase from \$.42 improved/\$.12 unimproved to \$.624 improved/\$.18 unimproved (Based on square foot property frontage) (BOS Approval Required)
8. Police Department Report – Chief Templin
9. Solicitor Report – Robert L. Brant, Esq.
 - a. Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS and ESB Reviews Continuing)
10. Emergency Services Reports
 - a. GF&R and GACAS – Copies of reports in lobby
 - b. ESB Meeting – Monday December 12th, 2022 Meeting Minutes (BOS Approval Required)

11. Manager's Report

1. Schedule of Meetings
 - a. Tuesday January 3rd, 2023 BOS Agenda Mtg @ 6:30pm, BOS Reorganization Mtg @ 7pm. Thursday January 12th, 2023 P/A Reorganization Meeting @ 7pm – No Workshop
2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023)
3. Resolution 12192022-03 – 457 Individual Retirement Plan and Adoption Agreement. Employee self-funding pre-tax deferral plan. (BOS Approval Required)
4. Building Inspection/Zoning Department- 3RD Party Commercial Electrical Service Inspection Agreement. (Legal and Staff Review Pending)
5. Recycling – Fall Curbside Leaf Report

12. Old Business/New Business

13. Public Comment

14. Adjournment

NEXT MEETING TUESDAY JANUARY 3rd, 2023 (RE-ORGANIZATION) @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:02P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Supervisor Sara Carpenter, Solicitor Robert Brant, Manager Pete Hiryak, Khal Hassan of Pennoni & Associates, Andrew Duncan, Chief Templin, McKenna Powanda, Mike Heydt, Cindy O'Donnell, 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 6:00pm – 6:30pm involving personnel matters, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of December 5th, 2022 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the December 5th, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the December 19th, 2022 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the December 19th, 2022 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Hearing for Ordinance 2022-04 Authorizing Washington Township, Berks County into the Intergovernmental Cooperative Agreement with PARRC (BOS Adoption Required) – Mr. Brant opened the hearing at 7:03pm, the exhibit list is as follows: B-1 Motion to Advertise – Supervisors draft Minutes of Meeting of December 5, 2022; B-2 Legal Notice – request to advertise emailed to the Mercury sent on December 5, 2022; B-3 Email correspondence to the Montgomery County Law Library of December 9, 2022 transmitting an attested copy of the Ordinance; B-4 Proof of Publication – Publication date: December 8, 2022; and B-5 Ordinance No. 2022-04 – An Ordinance to Approve Washington Township as a member of the Pottstown Area Regional Recreation Committee and adopt the Intergovernmental Cooperative Implementation Agreement for the Pottstown Area Regional Recreation Committee dated November, 2022. Mr. Hiryak stated that seven Municipalities have joined together for the purpose of mutual cooperation through regional recreation planning, the Pottstown Area Regional Recreation Committee, which began as a sub-committee of the Pottstown Metropolitan Regional Planning Committee. Through these committees we have received grant money to make improvements to our parks. Washington Township, Berks County wishes to join PARRC. No public comments were given. Mr. Brant closed the hearing at 7:06pm and informed the Board that this would be the time to adopt the ordinance if they choose to do so.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to adopt Ordinance #2022-04 Authorizing Washington Township, Berks County into the Intergovernmental Cooperative Agreement with PARRC. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing Decision - 45 Brian Rd - Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment (support was given by P/A & BOS) - Granted with conditions: 1. All stormwater runoff be directed to the stone drainage system shown on the plan, 2. Township Staff & Engineer remain involved throughout the design & construction of the project, and 3. Landscaping, fencing, & drainage facilities be properly maintained to ensure system works. Mr. Hiryak thanked Pennoni Engineering for all the work they do on reviewing the stormwater plans.

Treasurer's Report (Authorization to pay the bills) – Cynthia O'Donnell

The unpaid bills as of December 19th, 2022 is \$177,412.13 including three additional Omega Systems Invoices not on the unpaid bills listing, the unusual bills are for Bergeys commercial Tire Centers for \$4,281.80, Eagle Point Gun for \$3,260.25 for police ammo, Moyer Truck Services for \$26,157.48, Radio Maintenance Inc for

\$22,681.41 paid out of ARPA Fund, and Reid Paving Contractors for \$2,204.00. No questions were asked on the bills. Copies of Unpaid Bills Detail Report are in the Township Lobby.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of December 19th, 2022 in the amount of \$177,412.13. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2023 General Budget, balanced at \$4,845,990.00 (BOS Adoption Required) – Mr. Hiryak stated that we started the Budget process in August and was tentatively adopted in November and is a balanced budget with a \$12,000 surplus.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt the 2023 General Budget at \$4,845,990.00. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2023 Tax Resolution 12192022-01 Real Estate Tax Remains at 3.0 Mills (BOS Adoption Required) – Mr. Hiryak stated that the Real Estate Tax Mills will remain at 3.0 Mills for 2023.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt the 2023 Tax Resolution 12192022-01 for the Real Estate Tax remaining at 3.0 Mills for 2023. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2023 Tax Resolution 12192022-02 – additional .5mills for the Emergency Service Tax to fund GACAS (ESB recommended approval to BOS (BOS Adoption Required) – after working on a solution to help fund the operation of the Gilbertsville Area Ambulance Service an additional .5mills tax will be implemented with funding to support ambulance services in Douglass Township. Mr. Stouch asked Mr. Doucette if he feels confident that these funds will enable GACAS to provide Douglass Township residents with continued ambulance services, Mr. Doucette replied yes.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt 2023 Tax Resolution 12192022-02 with a .5mills Emergency Services Tax to fund GACAS. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Street Light Tax Assessment – Due to higher electric rates, increase from \$.42 improved/\$.12 unimproved to \$.624 improved/\$.18 unimproved (based on square foot property frontage) (BOS Approval Required) – this increase is actually what was assessed back in 2011.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to increase the Street Light Tax Assessment from \$.42 improved/\$.12 unimproved to \$.624 improved/\$.18 unimproved for year 2023. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Police Department Report – Chief Barry Templin

November 2022 Police Statistics: 362 calls for service, 9 reportable accidents, 8 non-reportable accidents, 11 criminal investigations, 5 criminal arrests, 17 paper citations, 79 e-citations, 2 non-traffic citations, and 1 parking ticket. Chief Templin stated that Michael Jackamonis from the Montgomery County Emergency Dispatch Service completed his ride along with Officer Castellucci on November 29, 2022. This program was set up to let police dispatchers see what it is like to sit on the other side of the mic and to share their ideas and thoughts on how to make the communication process between officers and dispatchers smoother. An update on the PCCD grant that I filed for in October 2022 seeking funds to hire another officer, our police department was not awarded any grant monies at December's Commission meeting, however; I was informed through an email that a second round of

recommended LLES Grant Program projects will be brought before the Commission at its March 8, 2023 meeting. Following this meeting all applicants will receive notice of final decisions.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the police department report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Robert I Brant, Esq.

Knox Box Ordinance/Key Box Ordinance – combining both into a new ordinance (BOS and ESB Reviews Continuing). Mr. Brant said it is a great pleasure to work with & for the Township and wished everyone Happy Holidays.

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

GF&R and GACAS Reports

Written reports are available in lobby. The ESB Meeting Minutes for Monday December 12th, 2022 are available in the lobby, approval by the Board is requested. Mr. Duncan stated that breakfast with Santa was a huge hit with tickets being sold out, the event brought in \$780.00. Yesterday Santa went through the Township on Fire Trucks with three helpers handing out 840 candy canes. Mr. Duncan commended the Board for implementing the EMS Tax to help fund the Gilbertsville Ambulance Service, this Board is in the forefront as other Township's will be following in our footsteps for EMS Funding.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to approve the minutes of the December 12th, 2022 ESB Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Doucette and Ms. Gisinger from GACAS introduced themselves and stated how deeply they appreciate all that the Township has done for GACAS. Mr. Doucette stated that when he started the staffing rate was at 50% and there have been a lot of challenges, now GACAS is almost up to 100% staffed. They also thanked the Board of Supervisors for all their support and commended Mr. Duncan as he has been extremely helpful and supportive.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:
 - a. Upcoming meetings as follows: Tuesday January 3rd, 2023 BOS Agenda Meeting @ 6:30pm, BOS Reorganization Meeting @ 7pm. Thursday January 12th, 2023 P/A Reorganization Meeting @ 7pm – No Workshop.
2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023)
3. Resolution 12192022-03 457 Individual Retirement Plan and Adoption Agreement, Employee self-funding pre-tax deferral plan at no cost to the Township. (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution 12192022-03 – 457 Individual Retirement Plan and Adoption Agreement for Employee self-funding pre-tax deferral plan. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Building Inspection/Zoning Department – 3rd Party Commercial Electrical Service Inspection Agreement. (Legal and Staff Review Pending). Our Building Inspector Matt Wojaczyk is certified to do residential electrical inspections.
5. Recycling – Fall Curbside Leaf Report – Mr. Powanda said that Mr. Heydt was a big help with leaf collection using the second leaf vac. Mr. Updegrave asked what the policy was if they did not complete a route, Mr. Powanda stated if the route was not completed he would return after the next days completed route to back track if weather permitted. Mr. Updegrave complained he waited three weeks for his leaves to be collected. Mr. Stouch told him for next year if he is missed he should call it in so we can address it.

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

Old Business/New Business

No old business or new business was given.

Public Comment

Mr. Hassan said it is a privilege to work with Douglass Township. Mr. Hiryak commented that there are a lot of meetings each month throughout the year whether it be Board of Supervisors, Planning Agency, Zoning Hearing Board, Emergency Services, PARRC, PMPRC, Staff Meetings, and Executive Sessions and expressed his thanks to the Board, the Office Staff, Mr. Brant, Mr. Hassan, the Department Heads, and the Public for coming out to the meetings. Being prepared and getting the right information to the right people is an important part of these meetings. Mr. Hiryak commented that another meeting needs to be scheduled with the Board involving the Non-Uniform Employees. Mr. Stouch stated that some Municipalities have meetings that last four or five hours. Staff works very hard to have organized meetings and they make us look good. Mr. Hiryak added that we have hired Ms. O'Donnell as the full time Treasurer, a full time building inspector, and have hired a full time administration person for the office who is currently training in the police department.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:45pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Tuesday, January 3rd, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

November 2022

Incidents by type:

111 - Building fire: 5
141 – Brush fire: 2
162 – Outside equipment fire: 1
311 – Medical Assist: 5
322 - Motor vehicle accident with injuries: 3
323 – Motor vehicle accident pedestrian: 1
324 – Vehicle accident standby: 1
352 – Vehicle Rescue: 2
400 – Hazardous Incident – 1
424 – Carbon monoxide incident - 2
551 - Assist police or other governmental agency: 5 (Fire Police Call)
661 – Helicopter Landing: 1
745 – Fire alarm: 3
900 – Special Incident: 2 (cat stuck in tree, lockout from home requiring knox box access)
911 – Citizen Complaint – 1 (officer investigation of propane cylinders)

Total Incidents for November 2022: 35

Fire Company in Service Time: 99 Hours, 9 Minutes

Call total for 2022: 285

Fire Company in Service Time Year to Date: 900 hours, 53 minutes

Response per Municipality:

Douglass Township Montgomery: 23
Upper Pottsgrove: 5
New Hanover Township: 1
Red Hill Borough: 1
Amity Township (Berks County): 1
Alsace Township (Berks County): 1
Bechtelsville Borough (Berks County): 1
Douglass Township (Berks County): 1
Earl Township (Berks County): 1

Training:

Engineers night / Equipment Checks

Scenario based decision making

Tanker fill and dump operations

Events:

Santa Run will be held on Sunday December 18th from 9:00AM to about 2:30PM. Look for Santa throughout the township as he rides on a fire truck.

Breakfast with Santa Fundraiser on Sunday December 4, 2022 was a success.

Notes:

Firefighter Vicente Ramirez successfully completed his Firefighter I entry level certification.

Respectfully Submitted,

Andrew A. Duncan
Chief of Fire Operations
Gilbertsville Fire and Rescue

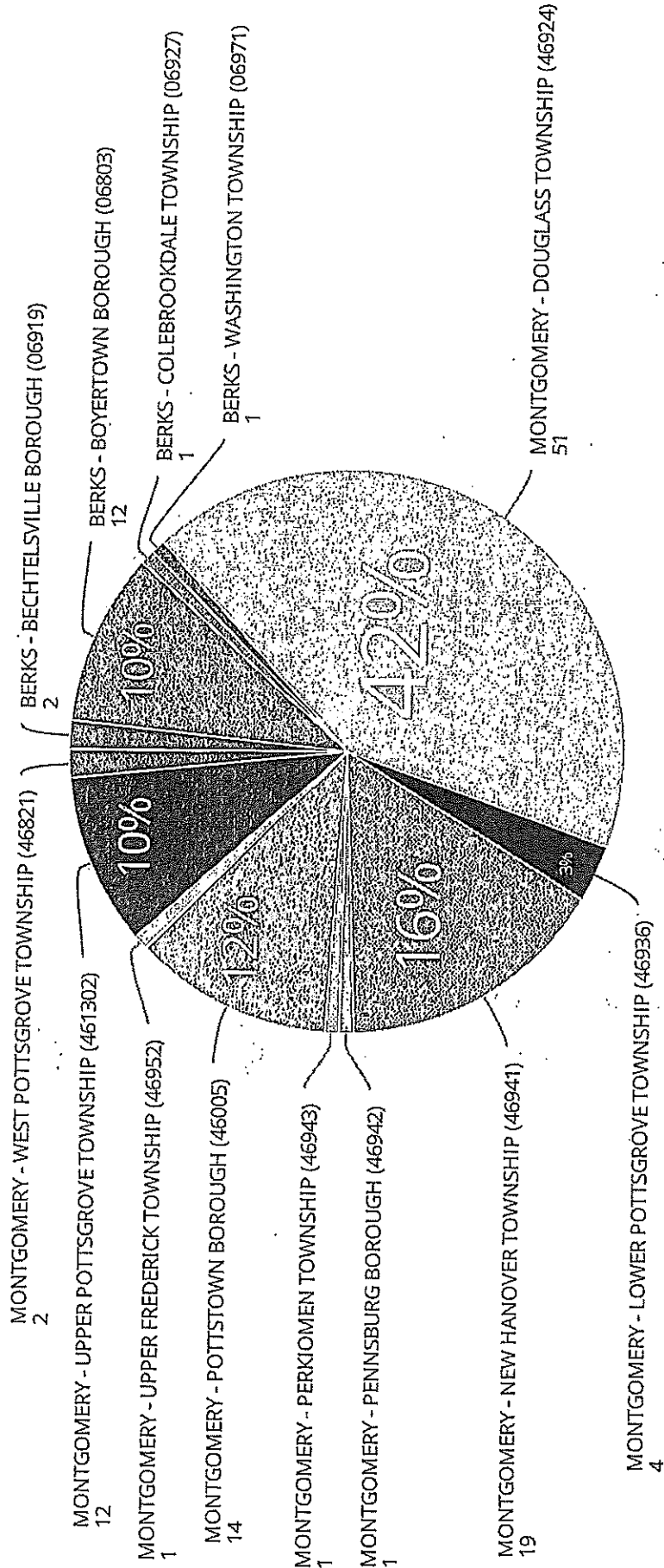
GACAS

Filter statement

Filters Days in Dispatched 11/1/22 to 11/30/22 - Is Active - filtered with custom filter

NOVEMBER 2022

Zone Chart



Zone Breakdown Dec 5, 2022 5:17:58 PM EMS

Filter statement

Filters Days in Dispatched 11/1/22 to 11/30/22 Is Active filtered with custom filter

Total ALS Calls

Total ALS Calls
74

BLS total calls

Total BLS calls
37

Total Agency, Assist Calls

Total Agency, Assist Calls
3

Zone Breakdown Dec 5, 2022 5:17:58 PM EMS

Filter statement

Filters Days in Dispatched 11/1/22 to 11/30/22 Is Active filtered with custom filter

Incident Numebr

Scene Zone	# of unique Incident Number
BERKS - BECHTELSDALE BOROUGH (06919)	2
BERKS - BOYERTOWN BOROUGH (06803)	12
BERKS - COLEBROOKDALE TOWNSHIP (06927)	1
BERKS - WASHINGTON TOWNSHIP (06971)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	51
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	4
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	19
MONTGOMERY - PENNSBURG BOROUGH (46942)	1
MONTGOMERY - PERKIOMEN TOWNSHIP (46943)	1
MONTGOMERY - POTTS TOWN BOROUGH (46005)	14
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	1
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	12
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	2

Zone Breakdown Dec 5, 2022 5:17:58 PM EMS

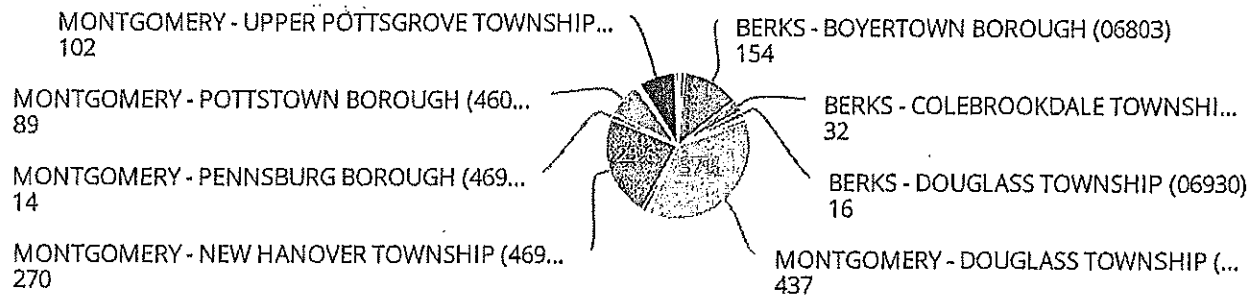
Filter statement

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Filter statement

Filters Days In Dispatched 1/1/22 to 12/12/22 ; Is Active filtered with custom filter

Zone Chart



Filter statement

Filters Days In Dispatched 1/1/22 to 12/12/22 | Is Active .filtered with custom filter

Total Calls for the month

Total Calls for 2022 (12-12-22)
1,189

Total ALS Calls

Total ALS Calls
711

BLS total calls

Total BLS calls
410

Total Agency, Asslst Calls

Total Agency, Asslst Calls
7

Zone Breakdown (1) Dec 12, 2022 4:37:47 PM EMS

Filter statement

Filters Days in Dispatched 1/1/22 to 12/12/22 Is Active filtered with custom filter

Incident Numebr

Scene Zone	# of unique Incident Number
BERKS - BALLY BOROUGH (06918)	6
BERKS - BECHTELSVILLE BOROUGH (06919)	11
BERKS - BOYERTOWN BOROUGH (06803)	154
BERKS - COLEBROOKDALE TOWNSHIP (06927)	32
BERKS - DOUGLASS TOWNSHIP (06930)	16
BERKS - EARL TOWNSHIP (06931)	5
BERKS - OLEY TOWNSHIP (06948)	1
BERKS - WASHINGTON TOWNSHIP (06971)	10
BERKS-HEREFORD TOWNSHIP	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	437
MONTGOMERY - EAST GREENVILLE BOROUGH (46925)	3
MONTGOMERY - LIMERICK TOWNSHIP (46932)	2
MONTGOMERY - LOWER FREDERICK TOWNSHIP (46933)	3
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	11
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	270
MONTGOMERY - PENNSBURG BOROUGH (46942)	14
MONTGOMERY - PERKIOMEN TOWNSHIP (46943)	2
MONTGOMERY - POTTSTOWN BOROUGH (46005)	89
MONTGOMERY - RED HILL BOROUGH (46945)	3
MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952)	4
MONTGOMERY - UPPER HANOVER TOWNSHIP (46954)	4
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	102
MONTGOMERY - UPPER PROVIDENCE TOWNSHIP	1
MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821)	7
NVA	1

Filter statement

Filters Days in Dispatched 1/1/22 to 12/12/22 | Is Active filtered with custom filter

61 Recalls for the year

NOVEMBER 2022 MONTHLY CHIEF'S REPORT

Month	Run Total	Monthly Income
January 2022	157	\$29,180.06
February 2022	99	\$48,498.48
March 2022	124	\$37,271.25
April 2022	88	\$34,151.89
May 2022	82	\$22,019.05
June 2022	117	\$31,066.30
July 2022	97	\$23,712.29
August 2022	91	\$22,636.18
September 2022	82	\$32,186.82
October 2022	93	\$31,794.87
November 2022	122	\$33,914.42
December 2022	27	
Monthly Run Average – 104 runs	Total: 1,175	Total: \$346,431.61
Average Monthly Income		\$31,537.69

NOVEMBER 2022 MONTHLY CHIEF'S REPORT

STAFFING: We are currently almost 100% staffed.. Our retention is good at this point and the truck rarely goes down. We have had some problems with call outs by a couple of employees but we have managed to cover those shifts. In most of those incidents it was covered by me. In some cases other employees did pick up the remaining shifts. We will be hiring an additional Fulltime Paramedic in January 2023 "fulltime" (36 hours) week. She also will become our new ALS coordinator and work with the Assistant Chief in this role.

MEDICAL COMMAND: We now have a new medical command doctor. As most of you know our previous medical command doctor had resigned to Gary in March 2022. **Three days after I stepped into the role as Chief I found out we had no medical command doctor.** I was able to find an interim Medical Command Doctor, Jeffrey Kuklinski until a new one could be found to fill the role. We now have a new Medical Command Doctor, his name is Dr. Derek Fiske D.O. He is extremely nice and has a strong desire to be proactive in working with our providers in both skills development as well as Con Ed.

LOGISTICS:

- We currently have ordered additional face masks as there has been a marked increase in COVID and Flu patients. In addition some ER's are still requiring masks.
- The 2005 GMC Ambulance has been on Munciebid for the past two weeks. I have set the "reserve" on the truck at \$20,000. The final bid was \$15,109. Board approval will be required to complete the sale.
- We have had an offer to buy the Chevy Tahoe for \$1,500 from one of the employees. Board approval is requested.
- We were contacted by Freedom Valley Ambulance (Trappe/Harleysville) that one of their trucks broke down and they requested to borrow an ambulance. We have temporarily loaned 332-1 to them until their ambulance gets out of the shop.

OPERATIONS:

- Jessica and I have upcoming meetings with both our local congresswoman and state representative. I have reached out to both offices and they both have accepted our request for a meeting. I am currently working on a presentation going over multiple issues to include, recruitment, retention, staffing, insurance companies/billing, EMS being recognized as essential workers. The purpose of these meetings are twofold.
 1. To discuss the state of EMS in our state/county as well as the country. The need for funding from the local, state and federal government will also be discussed.
 2. Our situation as an organization, seek financial assistance similar to the assistance that Upper Perk got a few years ago.
- I had a follow up meeting with Royersford's chief last Friday.
- I had a meeting on December 9th with Berks EMS managers (zoom) to discuss EMS challenges in Berks County.