

Douglas Township, Montgomery County

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AGENDA – February 21st, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of February 6th, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for February 21st, 2023 – additions, corrections, motion for approval.
5. 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
6. Police Department – Chief Templin
 - a. General Order – Body Worn Cameras, recommended by ESB Board (Ready for BOS Approval)
 - b. General Order - Knox Box Access (awaiting ordinance review)
7. Solicitor Report – Wendy McKenna, Esq.
 - a. Vehicle Towing Policy (Legal Review)
 - b. GF&R Lease Agreement (Legal Review)
 - c. Fire Prevention Ordinance (Legal Review)
8. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
 - c. Bally Ambulance Report
 - d. ESB Meeting – February 13th, 2023
 1. Meeting Minutes ready for approval.
9. Public Works – Mike Heydt
 - a. Zoning Vehicle 2013 Ford Explorer – Authorization to place on Municibid (BOS Approval Required)
 - b. Paving Advertisement for 3-year period – (Authorization for Advertisement approval required)

10. Manager's Report

1. Schedule of Meetings
 - a. Monday March 6th, 2023 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm. Thursday March 9th, 2023 P/A Meeting @ 7pm – No W/S Scheduled
2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023)
3. Lighting Ordinance & Sign Ordinance – P/A recommended approval to BOS for review. MCPC finishing their final reviews.
4. Embree Medical Facility (Rt.100 & Grosser Rd) – P/A conditional final plan recommendation, to BOS on March 6th, 2023.
 - a. Request for staff meeting (proposed Market St)
5. Zern Tract Escrow Release Requests
 - a. Phase I Release #20 (\$15,525.42)
 - b. Phase II Release #12 (\$12,891.20)

11. Old Business/New Business

12. Public Comment

13. Adjournment

NEXT MEETING MONDAY MARCH 6TH, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03P.M. Attending were Chairman Joshua Stouch, Vice-Chairman Sara Carpenter, Supervisor Alan Keiser, Solicitor Wendy McKenna, Asst. Manager Andrew Duncan, Allison Lee of Pennoni & Associates, 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 6:45pm – 7:00pm involving real estate, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of February 6th, 2023 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the February 6th, 2023 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 February 21st, 2023 Board of Supervisors Agenda, Mr. Stouch added 9b to the agenda under Public Works for an advertising request. No other changes were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the February 21st, 2023 Board of Supervisors Agenda with the addition of 9b to the agenda under Public Works for an advertising request. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

The unpaid bills as of February 21st, 2023 is \$243,173.27, the unusual bills are Axon Enterprise Inc for police body cameras, Cargill Inc for ice melt for roads from the State Aid Fund, Eagle Point Gun for police ammunition, H. A. Thomson Co for the Manager's Bond, Hopewell Farms for tub grinding, Merkel's Shoes for public works safety shoes, New Holland Auto Group for the Zoning /Building vehicle out of ARPA Fund, Omega Systems for a new police car laptop out of ARPA Fund, PARRC Municipal Contribution for the addition of Washington Township to PARRC, Police Accreditation Consultants LLC for police department, TPS Group for employee contribution 457 Plan setup fee, and Winter Equipment Co for a snowplow for public works from State Aid. Mr. Updegrove questioned whether all the hydrants from the new developments would be added to the hydrant fee invoice? Mr. Heydt replied that there have been several new developments in the Township and the hydrant bill has not changed. No other questions were given. Copies of Unpaid Bills Detail Report are in the Township Lobby. Ms. O'Donnell commented that there is a new provider for the tax bills and its easy to read, the bills will be mailed in March.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of February 21st, 2023 in the amount of \$243,173.27. 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

January 2023 Police Statistics: 384 calls for service, 7 reportable accidents, 12 non-reportable accidents, 8 criminal investigations, 3 criminal arrests, 2 paper citations, 28 e-citations, 2 non-traffic citations, and 1 parking ticket. Ms. Carpenter asked if there was anything unusual in January, Chief Templin said the number of calls for service was higher than usual for January. Chief Templin requested the Board's approval for General Order 111.1 Body Worn Cameras (BWC).

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve General Order 111.1 Body Worn Camera (BWC). Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Chief Templin stated that General Order 126.1 Fire Department Access Box (Knox Box) is still under review. The Douglass Township Police Department along with the Montgomery County District Attorney's Office will be participating in the National Drug Take Back Initiative scheduled for Saturday, April 22nd, 2023 from 10:00am to 2:00pm. Persons interested will be able to bring their unused, unwanted, and expired medications to the police department for proper disposal. Since the program's inception our police department has collected and properly disposed of 1,821lbs. of medications. No questions were given.

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

Solicitor Report – Wendy McKenna, Esq.

Ms. McKenna stated that the Vehicle Towing Policy, GF&R Lease Agreement, and Fire Prevention Ordinance are all under review. Ms. McKenna stated that a written report has been submitted to the Supervisors.

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

GF&R Report/GACAS Report/Bally Ambulance Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the January 2023 Monthly Report for Gilbertsville Fire & Rescue and the Gilbertsville Area Community Ambulance Company. Mr. Doucette of GACAS stated that there was a delay of dispatch for Police & EMS on February 17th that is under review, it was an hour until we were both dispatched to the scene. The By-Laws were updated and sent to the Township for review, and we have received a Letter of Intent from our Auditor. Ms. Groff from Bally Ambulance gave a brief overview January 2023 with 110 calls for service, 64 ALS & 19 BLS. She also said that the call volume was high for January. Memberships are still available.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the GF&R Report, GACAS Report, and Bally Ambulance Report as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

ESB Meeting – Minutes of February 13th, 2023 (Approval by BOS)

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the February 13th, 2023 ESB Meeting. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch encouraged the public to attend these meetings, it is an advertised Township Meeting and can be used as an emergency meeting for approvals if need be.

Public Works – Mike Heydt

Mr. Heydt said that they repaired potholes, repaired the dirt roads, repaired the grader, and preparing the new highway truck for operations.

Zoning Vehicle 2013 Ford Explorer – Authorization to place on MunicibiBid (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to sell the 2013 Ford Explorer Zoning Vehicle on MunicibiBid. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Authorization for Advertisement for Paving Contract (3 years) – Mr. Heydt stated that the owner of Reid Paving is retiring so he would like to advertise for a new paving contract for a 3-year period.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to advertise for a paving contract for 3-year time period. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Manager's Report – Andrew Duncan

1. Schedule of Meetings:
 - a. Monday March 6th, 2023 BOS Agenda Meeting @ 6:30m, BOS Meeting @ 7:00pm, Thursday March 9th, 2023 P/A Meeting @ 7pm – No Workshop in March, Monday March 13th, 2023 ESB Meeting @ 6pm.
2. Rt. 100 Corridor – Market Street Committee (Schedule Meetings in 2023)
3. Lighting Ordinance & Sign Ordinance – P/A recommended approval to BOS for review, MCPC is finishing their final reviews.
4. Embree Medical Facility (Rt. 100 & Grosser Rd) – P/A conditional final plan recommendation, to BOS on March 6th, 2023.
 - a. Request for staff meeting with Embree on 3/8/2023 @ 2pm (proposed Market St)
5. Zern Tract Escrow Release Requests
 - a. Zern Tract Phase I Release #20 (\$15,525.42) – Pennoni recommended Escrow Release #20 in the amount of \$15,525.42.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Escrow Release #20 in the amount of \$15,525.42, as recommended by Pennoni Engineering, for Zern Tract Phase I. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Zern Tract Phase II Release #12 (\$12,891.20) – Pennoni recommended Escrow Release #12 in the amount of \$12,891.20.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve Escrow Release #12 in the amount of \$12,891.20, as recommended by Pennoni Engineering, for Zern Tract Phase II. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

No comments were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:26pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, March 6th, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

January 2023

Incidents by type:

111 - Building fire: 5
113 - Cooking fire: 1
311 - Asslst EMS: 2
322 - Accident with Injuries: 2
324 - Accident, no injury: 3
412 - Gas leak: 2
424 -Carbon Monoxide Incident: 1
511 - Forced Entry: 1
551 - Fire Police Call: 5
745 - Fire Alarm: 6

Total Incidents for January 2023: 28

Fire Company In Service Time: 103 hours, 37 minutes

Calls Year to Date: 28

Fire Company in Service Time Year to Date: 103 hours, 37 minutes

Response per Municipality:

Douglass Township Montgomery: 17
Upper Pottsgrove Township: 3
Boyertown Borough (Berks County): 1
New Hanover Township: 3
Washington Township (Berks County): 1
Colebrookdale Township (Berks County): 1
Douglass Township (Berks County):1
Lower Pottsgrove Township: 1

Training:

Engineers night / Equipment Checks
Acquired Structure - Mayday training, firefighter/patient extrication from home
SCBA Training
Pre-planning - Adams Royal Car Wash

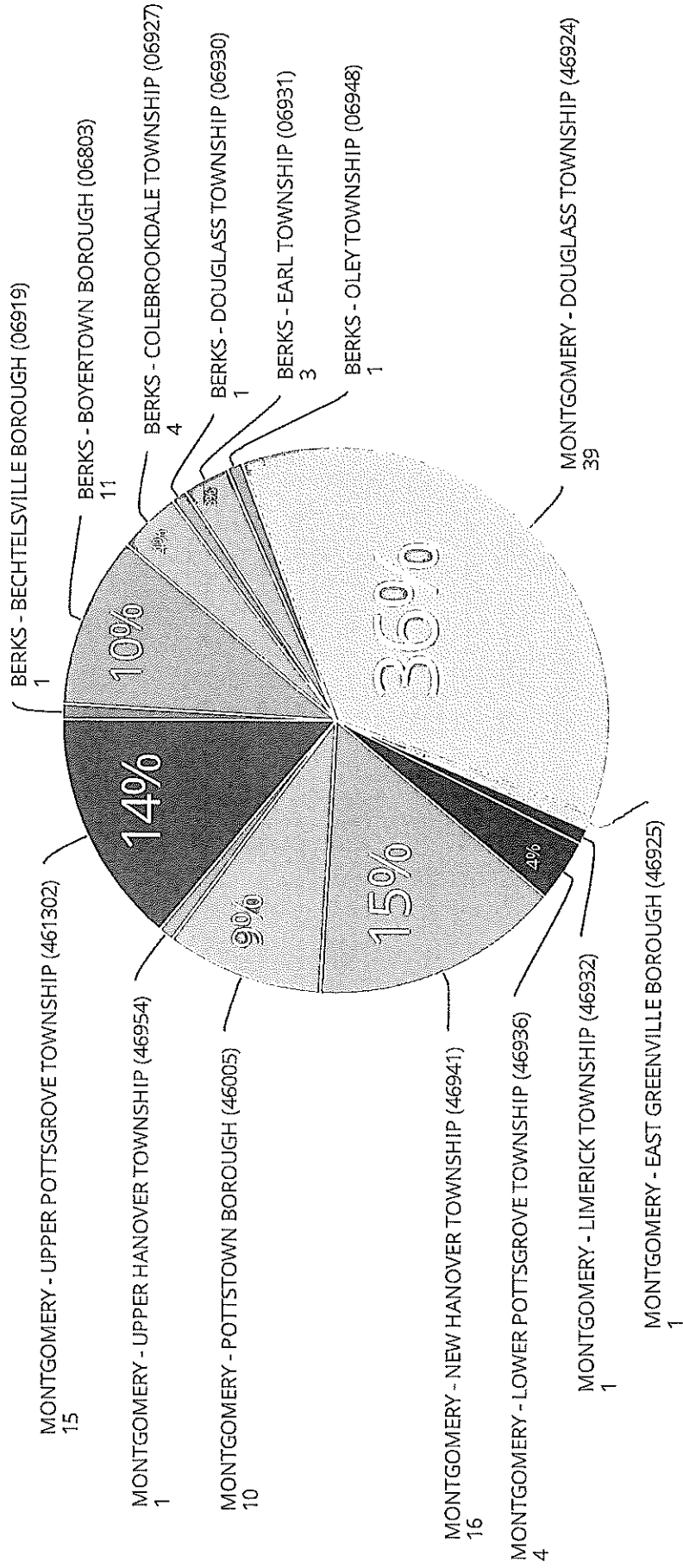
G.A.C.A.S.

Zone Breakdown Feb 8, 2023 4:06:19 PM EMS

Filter statement

Filters Days in Dispatched 1/1/23 to 1/31/23 Is Active filtered with custom filter

Zone Chart



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The meeting of the Douglass Township Board of Supervisors was called to order at 6:05PM. Members in Attendance were Supervisor Sara Carpenter, Supervisor Alan Keiser, Supervisor Joshua Stouch, Township Manager Peter Hiryak and Township Treasurer Cindy O Donnell. Also in attendance were Emergency Services Board members including Fire Chief Andrew Duncan, EMS Interim Chief John Doucette, Police Chief Barry Templin, Rick Smith, Dean Brumbach, David Yusko, Kim Stouch, Don Bergstresser and 2 residents.

Chairman Joshua Stouch started the meeting with the Pledge of Allegiance.

Chairman Joshua Stouch turned the meeting over to Township Manager Peter Hiryak for the reorganization of the Emergency Services Board

Mr. Hiryak asked for a motion for the position of Chairman Stouch made a motion for Andrew Duncan for Chairman, second by Supervisor Keiser. All in favor.

Mr. Hiryak asked for a motion for the position of Vice Chair. Chairman Stouch made a motion for Sara Carpenter for vice chair, second by Supervisor Keiser. All in favor.

Mr. Hiryak asked for a motion for the position of Secretary. Chairman Stouch made a motion for Andrew Duncan, second by Supervisor Carpenter. All in favor.

The meeting was turned over to Emergency Services Board Chairman Andrew Duncan.

FIRE –

- a. Lease agreement is finalized and ready for legal review. Township Treasurer would like this to take affect as of the date that the police department occupied the building.
- b. The Emergency Service Board would like to introduce the Fire Prevention and Fire Protection Ordinance to the Board of Supervisors for consideration. The Board of Supervisors recommended sending the new ordinance to legal for review. Rick Smith wanted to review one section of wording on page 13 about fire doors before it is sent to legal review.
- c. Chief Duncan introduced the 2023 Fire Tax budget and Firefighters Relief budget to the ESB and Board of Supervisors. Chief Duncan stated that both budgets are balanced with a slight surplus. Supervisor Carpenter asked what happens with the surplus? Chief Duncan stated that any surplus remaining at the end of the year will be placed in the truck fund for future apparatus replacement. Chief Duncan also provided the 2021 tax return for Gilbertsville Fire and Rescue.
- d. Traffic 67 was involved in a single vehicle accident on January 26th. The vehicle slid on a snow covered roadway and collided with a guiderail. There were no injuries and no other vehicles involved. It caused about \$5,000.00 in damage and is scheduled for repairs on March 6th.
- e. A lot of neighboring fire chiefs changed in 2023. It was very important that all of the chiefs met to discuss their operational procedures. In January, 33 neighboring chiefs, deputy chiefs and assistant chiefs from Western Montgomery County Fire Companies met for the first time in history to discuss how we can all operate uniformly. It was a great first meeting and we have decided to meet bi-monthly.

POLICE –

- a. Creation and implementation of Body Camera Policy is completed. The policy has been reviewed by the police officers to ensure that it coincides with the police contract and revisions are not needed. Legal has also reviewed the policy. Chief Templin will be asking for Board of Supervisor approval of this policy at the next BOS meeting.
- b. Knox Box policy and implementation is also complete. Chief Templin will be asking for Board of Supervisor approval of this policy at the next BOS meeting. Chief Templin has received new accountability tags and they will be implemented along with this Knox Box policy.
- c. Axon body camera administrator training will occur on February 17, 2023. Chief Templin, one delegate will receive this training, Axon Body Camera training and train the trainer by all officers will occur week of February 28, 2023. All information from body cameras are stored on an off site cloud based server system. Audit trails are recorded for all actions with the cameras. Permissions will be set by rank.

CODE ENFORCEMENT/ZONING –

- a. Lehigh Valley Hospital – Grosser Road and Route 100 – Final Plan Approval
- b. Holly Road Subdivision – Working towards final plan approval
- c. 400 Gilbertsville Road – First occupancy permit will be issued in the next month or so.
- d. Street signs have been installed in all developments under construction to ensure emergency responders can locate the addresses on these new streets in the township.

EMERGENCY MANAGEMENT –

- a. Andrew Duncan presented to the emergency services board a tow policy from the office of emergency management. This policy is needed for safe operations by all towing companies recognized by Douglass Township for the safety of tow operators and first responders while operating on the highway. This policy will create a standard operating guideline for all companies to follow so they all operate the same way on an incident. Each tow company will also know exactly what is expected from them. Andrew Duncan will present this to legal for review and see if Board action is required.

EMS – EMS

- a. EMS Chief John Doucette presented his January 2023 report. 106 calls for the month, 63 were ALS calls, 34 were BLS calls. 39 calls for service in Douglass Township.
- b. STAFFING:
Currently 100% staffed for the first time since July 2022.
- c. Form 990 has been completed and submitted to the State for charitable organization license approval. Once approved the annual membership drive can be mailed. Will hit your mailbox by the end of February 2023. Still honoring current memberships from 2022.
- d. We continue to cooperate with Douglass Township PD in reference to the open investigation.

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- e. Supervisor Carpenter wanted to circle back on the few outstanding items remaining that were discussed for the implementation of the EMS tax.
 1. Monthly Financial Reports – Cindy has received budget vs. actual reports from Jessica Doran today. Chief Doucette will provide any additional information needed.
 2. Amortization schedule – Cindy has received information on all loans held by Gilbertsville Ambulance. Jessica Doran and Roman were still working on obtaining the actual amortization schedules from the bank. Chief Doucette will follow up on this request immediately.
 3. Bylaws – Board Member Kim Stouch reported that all by law changes are currently being finalized. Waiting to hear back from the last two board members. Deadline for comment will be Thursday February 16th. The board will meet in person to vote on all bylaw changes and will present the new bylaws to the township for the February 21, 2023 BOS meeting.
 4. Gilbertsville Ambulance is still doing a full audit on 2021 taxes.
 5. Credit Card accounts have been closed.

Upcoming meeting dates for the Emergency Services Board:
Monday February 13, 2023 @ 6:00PM

The meeting was then turned back over to Chairman Joshua Stouch of the Douglass Township Board of Supervisors.

OLD BUSINESS/NEW BUSINESS –

Treasurer O'Donnell is working with BCIU to finalize the tax bill templates for 2023. The EMS tax will be listed as "EMS Service". She will also see if we could consider other wording to avoid confusion with the residents. We don't want to portray that this tax is paying their annual membership because the ambulance is still able to solicit for their membership drive.

Andrew Duncan stated that representatives from Lehigh Valley Hospital were in and showed an interest with meeting with the local ambulance companies that they will serve with this new location. They would like to open the door to communications for expectations and services they will be able to provide. Andrew Duncan will set up a meeting with Gilbertsville, Boyertown, Bally ambulances and Douglass Township Police as soon as possible.

PUBLIC COMMENT – No public comment

Chairman Josh Stouch wanted to thank the Board of Gilbertsville Ambulance for putting a lot of hard work in to make sure that Gilbertsville Ambulance was able to survive and to be able to continue to provide ambulance services to the township. A lot of time was spent on this by a lot of people, and they should all be recognized for those efforts.

A motion was made by Joshua Stouch, seconded by Supervisor Sara Carpenter to adjourn the meeting. Motion passed.

ADJOURNMENT 7:17PM