



Douglas Township, Montgomery County

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AGENDA – August 21st, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of July 24th, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for August 21st, 2023 – additions, corrections, motion for approval.
5. Police Department – Chief Templin
 - a. Honorable Mauice Saylor Police Officer Swearing-In Ceremony (John Peters)
 - b. Officer Brent Ziegler – Approval for Master’s Degree in Criminal Justice (2024 Budget)
6. Engineering Report – Khal Hassan, Pennoni Engineering
 - a. Rt.100/Grosser Rd – Northbound traffic safety concerns (additional traffic signal ahead warning signs required)
 - b. Kelly Acres – Buchert Road 5 lots, P/A recommended conditional final plan approval (Authorization to prepare final plan resolution required) Revised Pennoni Engineering review (8/17/2023)
7. Solicitor Report – Robert Brant, Esq.
8. 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. Budget Amendments
 - d. 2024 Budget – Calendar (Dates to review)
9. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
 - c. Bally Ambulance Report
 - d. ESB minutes for review

10. Public Works – Mike Heydt

11. Manager's Report

1. Schedule of Meetings
 - a. Thursday September 14th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)
 - b. Monday September 18th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
 - c. ZHB Scheduled for September 21st, 2023 @ 5:30pm (T.B.A.)
2. New Ordinances pending in 2023
 - a. Cobblestone Commons/Crossing Rt. 73 and Elm Streets – Convenience Commercial with Active Adult Overlay Amendment (start review process at P/A & MCPC)
 - b. Codification of Township Zoning Ordinances
3. Escrow Release #22 Zern Tract Phase 1 (\$18,031.32) – (BOS approval required)
4. Resolution #08212023 Disposition of Township Records (Per Municipal Records Manuel)

12. Old Business/New Business

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.A.)
- b. ARPA Funding – Township Administration Building Renovation Project
- c. Leon Schlegel – Hollenbach Lumber
- d. Market Street – Design Plan Introduction (9/18/2023 BOS Meeting)

13. Public Comment

14. Adjournment

NEXT MEETING MONDAY SEPTEMBER 18TH, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Josh Stouch, Vice-Chairman Sara Carpenter, Supervisor Alan Keiser, Solicitor Robert Brant, Manager Peter Hiryak, Khal Hassan of Pennoni & Associates, Andrew Duncan, Mike Heydt, McKenna Powanda, Treasurer Cynthia O'Donnell, Chief Templin, and approximately 23 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session this evening from approximately 5pm to 5:45pm involving personnel & litigation matters. No decisions or votes were taken.

The Honorable Maurice Saylor performed the swearing-in ceremony for new police officer John Patrick Peters. Officer Peters family was present at the ceremony.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of July 24th, 2023 Board of Supervisors Meeting. No changes were given.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to approve the minutes of the July 24th, 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 August 21st, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the August 21st, 2023 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Barry Templin

July 2023 Police Statistics: 504 calls for service, 8 reportable accidents, 10 non-reportable accidents, 12 criminal investigations, 4 criminal arrests, 8 paper citations, 71 e-citations, and 8 non-traffic citations. On August 3rd, 2023 during the New Hanover Township BOS meeting, the BOS recognized Sergeant Matthew Swavelly, Officer Carl Clemko, and Officer Gregory Sedgwick for their assistance on July 29, 2022 in which our officers responded to Little Rd in New Hanover Township for an armed domestic dispute in which our officers were fired upon by the suspect over twenty (20) times with rounds striking police vehicles over the span of several hours. The ceremony was well attended. Officer Peters is beginning his fourth week in the Field Training Officer (FTO) program and he is performing to standards and progressing very nicely. The rest of our BWCs (AXON AB3) body cameras came in and are deployed. Every officer now has their own BWC. This was paid for by ARPA funds. In September, BASH Senior Marissa Hillegas will be completing her graduation requirements with our police department. This year we are combining firearm qualifications with O.C. spray, baton, handcuffing, and defensive tactics. As you may recall, handcuffing and defense tactics were the new requirements of every officer in the Commonwealth starting in 2023. We have an officer certified through the Municipal Police Officers Education and Training Commission (MPOETC). This training will be done at the Douglass Township Police Department. New Hanover Township Police Department has graciously allowed our police department to use their range for all firearms qualifications. The dates are set for September and October. Chief Templin announced that Officer Sedgwick has returned to duty and Officer Dykie will return to duty on Friday, this will put the police back to fully staffed.

Officer Brent Ziegler – Approval for Master's Degree in Criminal Justice (2024 Budget)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for approval to include tuition reimbursement in the 2024 Budget for Brent Ziegler to attain his Master's Degree in Criminal Justice. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

Engineering Report – Khal Hassan, Pennoni Engineering

Rt. 100/Grosser Rd – Northbound traffic safety concerns (additional traffic signal ahead warning signs required) – Mr. Hassan stated that there have been complaints about speeding on Grosser Road, we are looking at possible solutions including “signal ahead” warning signs and looking at the loop detection on Rt. 100. We will discuss the suggestions at a future meeting.

Kelly Acres – Buchert Road 5 lots, P/A recommended conditional final plan approval (Authorization to prepare a final plan resolution required) Revised Pennoni Engineering review (8/17/2023). Mr. Hassan said remaining landscaping (number of trees in retention basins) and stormwater issues were resolved. Mr. Brant suggested to authorize his office to prepare a Final Plan Resolution including waivers for the 9/18/2023 meeting.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to authorize Solicitor Brant’s office to prepare a Final Plan Resolution including waivers for the meeting on 9/18/2023. Keiser-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. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Robert L. Brant, Esq.

Mr. Brant submitted a written report.

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

Treasurer’s Report (Authorization to pay the bills) – Cindy O’Donnell

The unpaid bills as of August 21st, 2023 is \$358,188.15, the unusual bills are Amazon for a mobile printer for police department, American Uniform Sales Inc. for uniforms/supplies for new police officer, Cellebrite Inc for physical extraction & analyzer subscription for police department, and Pennoni Assoc for November 2020 invoicing. Copies of the bills are available in the lobby. No questions were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of August 21st, 2023 in the amount of \$358,188.15. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Budget Amendment worksheets including the new police officer were distributed to the Board for review. Mr. Stouch stated that Kutztown Ambulance folded and their Chief is selling some items and they have a Lifepack. Could GACAS purchase this Lifepack from Kutztown Ambulance through ARPA funds, Ms. O’Donnell replied that the total cost of the purchase must be approved by the Board.

2024 Budget Calendar (Dates to review) – Ms. O’Donnell asked for the Board to approve the 2024 Budget Calendar.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the 2024 Budget Calendar as presented. 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, 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 July 2023 Monthly Report for Gilbertsville Fire & Rescue. Chief Duncan said there were 32 incidents in July, and the fire company was in service for 159 hours, 33 minutes. The average response time from dispatch to arrival in Douglass Township is 6

minutes, 31 seconds. Events: Fall Festival and Open House is currently being planned for September 30th, 2023 from 4pm to 8pm, the event will include vendors, food trucks, beer garden, basket raffle, fire trucks and fire prevention items. Please follow our social media page and our website for additional information on this event. Breakfast with Santa event is tentatively scheduled for December 10th, 2023, the Events Committee is in an exploration phase looking into a comedy night for the Fall of 2024. Chief Duncan gave a brief overview of the ESB meeting minutes. (copies in Township lobby)

GACAS Report – John Doucette of GACAS gave a brief overview stating they had 133 calls and as of the close of June 2023 we are \$54,893 ahead of last year at this time. We will be losing two sectors from New Hanover because they chose to go with Goodwill Ambulance, this will affect our fund drive. We have received \$40,000 in grants this month. No questions were given.

Bally Ambulance – No report submitted.

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

Public Works – Mike Heydt

Mr. Heydt cautioned everyone to watch out for tree debris, the recent storms have weakened trees & branches. The roadcrew paved Congo Road and the sweeper truck will be scheduled for Summer Hill & Miller Road before Labor Day weekend. Roadside mowing is continuing. Mr. Stouch asked Mr. Heydt on the condition of the road in Summer Hill, Mr. Heydt said that it seems to have settled and compacted well. Mr. Heydt informed the public that line painting will begin next month so please don't drive on yellow lines when there is a traffic cone at that area.

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. Thursday September 14th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)
 - b. Monday September 18th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
 - c. ZHB Scheduled for September 21st, 2023 @ 5:30pm (T.B.A.) – we have not received any applications to date.
2. New Ordinances pending in 2023
 - a. Cobblestone Commons/Crossing, Rt. 73 & Elm Street – Convenience Commercial with Active Adult Overlay Amendment (start review process at P/A & MCPC).
 - b. Codification of Township Zoning Ordinances
3. Escrow Release #22 Zern Tract Phase 1 (\$18,031.32) – A site visit was conducted on July 25th, 2023 to verify the escrow items and quantities requested for release and the release is recommended by our Engineer.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Zern Tract Phase 1 Escrow Release #22, based on the recommendation by Pennoni Engineering, in the amount of \$18,031.32. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Resolution #08212023 Disposition of Township Records (per Municipal Records Manuel) – approval is needed to properly dispose of approximately 90 boxes of records.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Resolution #08212023 Disposition of Township Records in accordance with the Municipal Records Manuel. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

The Board adjourned for a brief recess at 7:38pm

The Board readjoined at 7:43pm.

Old Business/New Business

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.A.)
- b. ARPA Funding – Township Administration Building Renovation Project – the manager announced that we met with architects/designers for a feasibility study & ideas on how to renovate the administration office building for utmost efficiency. We will be visiting the New Hanover Police Department and Township Building to see the renovations that have been completed there. We would like an upgraded meeting room with IT visual aid, upgraded bathrooms, as well as upgraded lighting/AC & heating throughout the building. All is much needed in this building.
- c. Leon Schlegel, Hollenbach Lumber – Mr. Schlegel announced that he has an agreement of sale with Wawa/Newman Development Group however progress has been slowed down because of the traffic situation with the Gambone Development on Holly Road, PennDot is tying them together and they are two separate projects. Mr. Stouch stated that the Township does not stop you from selling your property, we take advice from the professionals on what path to take as far as road/traffic improvements. This is standard for PennDot, they are looking at the whole area for traffic improvements. Mr. Hassan stated that it all has to flow together to meet the needs of the whole area for improvements. Mr. Schlegel doesn't think his project would be much of an impact. Mr. Brant said no plan has been brought forward and the BOS must look at all the expert advice. Mr. Schlegel feels that the value of his property will suffer with attention being drawn to these traffic concerns. Mr. Brant said you have to go through the process to look at the whole area involved. An official plan must be submitted for the Township staff to start a review of the proposed land development plan.
- d. Market Street, Design Plan Introduction (9/18/2023 BOS Meeting) – The Gambone Organization will introduce an idea of the Market Street (roadway only) design.

No other business was given.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:57pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, September 18th, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

July 2023

Incidents by type:

111 - Building Fire: 7

140 - Natural Vegetation Fire: 1

162 - Electrical Fire Outside: 1

311 - Medical Assist: 4

322 - Motor vehicle accident with injuries: 4

363 - Swift Water Rescue: 1

651 - Smoke Scare: 1

745 - Fire Alarm: 5

900 - Special Type of Incident: 4 (Flooded basement and Lithium Battery Fire)

911 - Citizen Complaint - 4 (fireworks, burning ordinance)

Total Incidents for July 2023: 32 (2022 - 15)

Fire Company in Service Time: 159 hours, 33 minutes (2022- 65 hours, 22 minutes)

Call total for 2023: 186 (2022 - 167 calls)

Fire Company in Service Time Year to Date: 706 Hours, 50 Minutes

Average response time from dispatch to arrival in Douglass Township: 6 minutes, 31 seconds

Busiest time of day for emergency response: 4:00PM to 5:00PM

Response per Municipality:

Douglass Township Montgomery: 25

Douglass Township Berks County: 3

Boyertown Borough (Berks County): 2

Upper Frederick: 1

Upper Pottsgrove: 1

Training:

1. Engineers night / Equipment Checks
2. High water / Swift Water Preplanning
3. Pump and Draft Training
4. Helicopter Landing Zone

Safety Officer Don Bergstresser has successfully completed a 16 hour course in Pump Operations.

Events:

1. Fall Festival and Open House is currently being planned for September 30, 2023 from 4PM to 8PM. Event will include vendors, food trucks, beer garden, basket raffle, fire trucks and fire prevention items. Please follow our social media page and our website for additional information on this event.
2. Breakfast with Santa event is tentatively scheduled for December 10, 2023. I can report further on this when we get closer to the event.
3. Events Committee is looking into a comedy night for the Fall of 2024. Committee is in the exploration phase for this event. Stay tuned!

Respectfully Submitted,

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