



Douglas Township, Montgomery County

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AGENDA – October 16th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of October 2nd, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for October 16th, 2023 – additions, corrections, motion for approval.
5. Police Department – OIC Sgt. Brian Steffie
6. Engineering Report – Welcome Ted Dmytryk, Pennoni Engineering
7. Solicitor Report – Robert Brant, Esq.
8. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
9. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
 - c. Bally Ambulance Report
 - d. Act 172 - ESB recommended Legal review of ordinance
10. Public Works – Mike Heydt
11. Manager's Report
 1. Schedule of Meetings
 - a. Monday October 23rd, 2023 BOS Meeting @ 4pm, Full Budget Review
 - b. Monday November 6th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm (2024 Budget Review – Tentative Budget Adoption)
 - c. Thursday November 9th, 2023 P/A Meeting @ 7pm, Workshop @ 6:00pm (Zoning Updates)

2. New Ordinances pending in 2023
 - a. Cobblestone Commons/Crossing Rt. 73 and Elm Streets – Convenience Commercial with Active Adult Overlay Amendment
 - b. Codification of Township Zoning Ordinances
3. Escrow Release Request - Zern Tract Phase III Release #2 (\$28,346.98)
4. Z.H.B. Applications Pending
 - a. L.V.H. Signage
 - b. Accessory Pool Coverages – Christopher Drive & Hickory Valley Drive

12. Old Business/New Business

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.D.)
- b. Local Government Symposium (Emergency Services) Thursday October 19th @ State Capital Building in Harrisburg.

13. Public Comment

14. Adjournment

NEXT MEETING MONDAY OCTOBER 23RD, 2023 @ 4PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:02P.M. Attending were Chairman Josh Stouch, Vice-Chairman Sara Carpenter, Supervisor Alan Keiser, Solicitor Wendy McKenna, Manager Peter Hiryak, Ted Dmytryk of Pennoni & Associates, Andrew Duncan, Mike Heydt, McKenna Powanda, Treasurer Cynthia O'Donnell, OIC Sgt. Brian Steffie, and approximately 8 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 6:05pm to 6:45pm involving personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of October 2nd, 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 October 2nd, 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 October 16th, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the October 16th, 2023 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – OIC Sgt. Brian Steffie

September 2023 Police Statistics: 680 calls for service, 4 reportable accidents, 5 non-reportable accidents, 6 criminal investigations, 2 criminal arrests, 131 traffic citations, 9 non-traffic citations, monies received \$3,216.60. during the last few weeks, the police department has participated in several community events including the Gilbertsville Fire and Rescue open house on September 30th. The police department was also present for activities involving fire prevention week at the Gilbertsville elementary School with Gilbertsville Fire and Rescue where Chief Duncan and Det. Evans gave a presentation to 5th graders on fire safety and the consequences of arson. On Friday, October 13th, Officer Sedgwick also gave a presentation on safety to preschoolers at the Shepherd of the Hills church daycare. On Saturday, October 28th, 2023 from 10am to 2pm, the Douglass Township Police Department will again be participating in the Drug Takeback Program. Residents are encouraged to bring unused medications to the Police Department at 1456 E. Philadelphia Ave for drop off and proper disposal. On October 22nd, Officer Peters will reach the end of the Field Training process. Officer Peter recently made his first two arrests with the department, charging two individuals with stealing tires from Bob's Tire Service in broad daylight. Working cooperatively with the Limerick Township Police Department, the suspects were apprehended and the stolen property was recovered. The suspects are also facing additional charges for theft in Limerick Township. Ms. Carpenter asked Sgt. Steffie if they have seen anything out of the norm. Sgt. Steffie replied no, the only thing is this theft was in broad daylight which was quite brazen. No other 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.

Engineering Report – Ted Dmytryk, Pennoni Engineering

Mr. Dmytryk stated that the MS4 Report has been submitted.

Solicitor Report – Wendy McKenna, Esq.

No report given

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

The unpaid bills as of October 16th, 2023 is \$852,625.72, the unusual bills are A-1 Traffic Control Products for line painting, Bechtelsville Asphalt for paving Oak Street, Douglass Township Firefighters Relief Fund, Hetrick Gardens for park trees purchased through a grant, Matthew Wojaczyk for reimbursement for an iPad we purchased from him, Montgomery County Planning Commission for bi-annual payment for planning assistance, Pennsylvania Municipal Retirement System for payments to pension fund, and PROP for recycling membership. Ms. O'Donnell stated that the Pension Fund is being reviewed by the Auditor General's Office and should be completed next week.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of October 16th, 2023 in the amount of \$852,625.72. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

GF&R Report/GACAS Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the September 2023 Monthly Report for Gilbertsville Fire & Rescue. Chief Duncan said there were 19 incidents in September, and the fire company was in service for 22 hours, 8 minutes. The average response time from dispatch to arrival in Douglass Township is 4 minutes, 33 seconds. Events: Fall Festival and Open House was a huge success, 32 members helped with this event. We would like to thank the Douglass Township Police Department, Gilbertsville Area Community Ambulance Service and the Douglass Township Board of Supervisors for attending our event and supporting our efforts. Reminder letter for our annual fund drive letter was mailed on September 1, 2023. We are seeing an 11% return on this fundraiser. We would like to thank everyone who has been able to support this fundraiser. Fire Prevention night at Station 67 will be October 12th, 2023 from 6:30pm-8:30pm. Breakfast with Santa event is scheduled for December 10th, 2023. Mr. Duncan gave a brief update on Bally Ambulance stating that for the month of September they were dispatched to 7 calls in Douglass Township which is approximately 5% of their responses.

GACAS Report – Mr. Doucette of GACAS gave a brief overview stating they are 239 calls ahead of last year at this time and \$85,000 ahead of last year at this time. We have reapplied for charity status and the 2021 & 2022 audits have been completed. He stated that New Hanover has given the GACAS route to Goodwill Ambulance, they claim Goodwill's response time was faster. New Hanover has asked GACAS to present a formal request of support to the Board of Supervisors in October for budget purposes. Events attended: Gilbertsville Fire & Rescue Fire Prevention, Open House, New Hanover's Open House and Fire Prevention, and Upper Pottsgrove Community Day. Mr. Stouch asked Mr. Doucette if he felt we made the right decision with allowing the Gilbertsville Area Community Ambulance Service to continue instead of shutting the service down. Mr. Doucette stated that he was against shutting the service down do he feels allowing GACAS to continue was the best solution. We now have to figure out how to handle losing the route in New Hanover and remain solvent, this will affect our membership drive. Mr. Stouch stated that we have reached out to New Hanover and Upper Pottsgrove to help with funding and they refused to meet.

Act 172 – ESB recommended Legal review of ordinance – The manager stated that this is a Tax Credit Program for active Volunteer Firefighter members in good standing with the fire department. He asked for authorization to have Ms. McKenna review the ordinance for recommendation. The Board authorized Ms. McKenna to review ordinance. The Manager said we will have something for the BOS by December 2023.

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

Public Works – Mike Heydt

No report.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:

- a. Monday October 23rd, 2023 BOS Meeting @ 4pm, Full Budget Review
- b. Monday November 6th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm, Thursday November 9th, 2023 P/A Meeting @ 7pm – Workshop @ 6:00pm (Zoning Updates)
2. New Ordinances pending in 2023
 - a. Cobblestone Commons/Crossing, Rt. 73 & Elm Street – Convenience Commercial with Active Adult Overlay Amendment. P/A & MCPC recommended approval, BOS to authorize final legal review & advertisement on 11/6/2023.
 - b. Codification of Township Zoning Ordinances – on website, BOS to authorize final legal review & advertisement on 11/6/2023.
3. Escrow Releases:
 - a. Escrow Release #2 Zern Tract Phase III (\$28,346.98) – A site inspection was conducted on October 6th, 2023 to verify the escrow items 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 III Escrow Release #2, based on the recommendation by Pennoni Engineering, in the amount of \$28,346.98. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Z.H.B. Applications Pending:
 - a. L.V.H. Signage (directional signs) – LED sign at Rt.100 & Grosser Rd
 - b. Accessory Building Coverages – Inground pools on Christopher Drive & Hickory Valley Drive

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

- a. Sen. Tracy Pennycuick – Meeting with Township Officials (T.B.A.)
- b. Local Government Symposium (Emergency Services) Thursday October 19th @ State Capital Building in Harrisburg – Mr. Stouch commented that Douglass Township has been selected talk about Emergency Services Providers, Mr. Stouch, Andrew Duncan, and Mr. Hiryak will provide a power point presentation at 3pm that will be broadcasted live. Douglass will be the first ever to present an EMS model to the PA General Assembly.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:47pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Board of Supervisors Meeting will be held on Monday, October 23rd, 2023 @ 4 pm (Full Budget Review).

The next regular scheduled Board of Supervisors Meeting will be on Monday, November 6th, 2023 @ 7pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

September 2023

Incidents by type:

311 - Medical Assist: 5

322 - Motor vehicle accident with injuries: 3

412 - Gas Leak/Odor: 1

445 - Electrical Fire Outside: 1

551 - Assist police or other governmental agency: 5 (Fire Police Call)

745 - Fire alarm: 3

911 - Citizen Complaint: 1 (burning ordinance)

Total Incidents for September 2023: 19

Fire Company in Service Time: 22 hours, 08 minutes

Call total for 2023: 224

Fire Company in Service Time Year to Date: 764 Hours, 19 Minutes

Busiest Hour of the Day: 3:00PM - 4:00PM

Average Time From Dispatch to First Arriving Unit in Douglass Township: 4 minutes, 33 seconds

Response per Municipality:

Douglass Township Montgomery: 12

Upper Pottsgrove: 3

New Hanover Township: 1

Washington Township (Berks County): 3

Training:

Engineers night / Equipment Checks

Teambuilding exercise

Pre-planning Multi family units (Avante Apartments and Park Lane Apartments)

Preplanning - Global Advanced Metals

Haz Mat Operations Refresher - practical

Events:

1. Our Fall Festival was a huge success. We would like to thank the Douglass Township Police Department, Gilbertsville Area Community Ambulance Service and the Douglass Township Board of Supervisors for attending our event and supporting our efforts.
2. Reminder letter for our annual fund drive letter was mailed on September 1, 2023. We are seeing an 11% return on this fundraiser. We would like to thank everyone who has been able to support this fundraiser.
3. Fire Prevention night at Station 67 October 12, 2023 from 6:30PM to 8:30PM
4. Breakfast with Santa event is scheduled for December 10, 2023.

Respectfully Submitted,



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

BALLY AMBULANCE DOUGLASS TWP EMS RESPONSE REPRT

2023 Year-To-Date EMS Response Data

| Group | Count | Pct | Group | Count | Pct |
|---|-------------|------|---|-------------|------|
| Bally, Berks | 99 | 8.7 | ALS Assist | 18 | 1.6 |
| Bechtelsville, Berks | 51 | 4.5 | Cancelled | 109 | 9.5 |
| Boyerstown, Berks | 56 | 4.9 | Dead at Scene - No Resuscitation Attempted | 14 | 1.2 |
| Colebrookdale (Township of), Berks | 23 | 2.0 | Dead at Scene - Resuscitation Attempted - No Transport | 1 | 0.1 |
| District (Township of), Berks | 65 | 5.7 | Lift Assist | 54 | 4.7 |
| Douglass (Township of), Berks | 2 | 0.2 | No Patient Found | 63 | 5.5 |
| Douglass (Township of), Montgomery | 65 | 5.7 | No Treatment Required | 38 | 3.3 |
| Earl (Township of), Berks | 3 | 0.3 | Patient Dead at Scene-Resuscitation Attempted without transport | 2 | 0.2 |
| East Greenville, Montgomery | 23 | 2.0 | Patient Refused Care | 52 | 4.6 |
| Hereford (Township of), Berks | 247 | 21.6 | Standby- fire scene or other | 24 | 2.1 |
| Longswamp (Township of), Berks | 26 | 2.3 | Treated and Released | 11 | 1.0 |
| Lower Milford (Township of), Lehigh | 1 | 0.1 | Treated, Transferred Care | 6 | 0.5 |
| Lyons (corporate and RR name for Lyon Station), Berks | 1 | 0.1 | Treated, Transported ALS | 583 | 51.1 |
| Macungie, Lehigh | 1 | 0.1 | Treated, Transported BLS | 166 | 14.5 |
| New Hanover (Township of), Montgomery | 7 | 0.6 | Treated, Transported by Private Vehicle | 1 | 0.1 |
| Pennsburg (RR name Pennsburg-East Greenville), Montgomery | 41 | 3.6 | Total: | 1142 | |
| Perkiomen (Township of), Montgomery | 2 | 0.2 | | | |
| Pike (Township of), Berks | 32 | 2.8 | | | |
| Red Hill, Montgomery | 25 | 2.2 | | | |
| Rockland (Township of), Berks | 1 | 0.1 | | | |
| Topton, Berks | 1 | 0.1 | | | |
| Upper Hanover (Township of), Montgomery | 55 | 4.8 | | | |
| Upper Milford (Township of), Lehigh | 2 | 0.2 | | | |
| Upper Pottsgrove (Township of), Montgomery | 2 | 0.2 | | | |
| Washington (Township of), Berks | 309 | 27.1 | | | |
| West Pottsgrove (Township of), Montgomery | 2 | 0.2 | | | |
| Total: | 1142 | | | | |

2023 YTD

- Total Responses in Douglass Twp = 65
- EMS Responses in the township resulting in patient transport = 36

2022 YTD

- Total Responses in Douglass Twp = 73
- EMS Responses in the township resulting in patient transport = 43

Respectfully Submitted,

Michael B. Groff NRP-FP-C
 Chief of Operations
 Bally Community Ambulance Association

BALLY AMBULANCE MUNICIPALITY REPORT -OCT 2023

September EMS Calls by Municipality

| Group | Count | Pct |
|---|------------|------|
| Bally, Berks | 12 | 9.8 |
| Bechtelsville, Berks | 6 | 4.9 |
| BoyerTown, Berks | 6 | 4.9 |
| Colebrookdale (Township of), Berks | 3 | 2.5 |
| District (Township of), Berks | 9 | 7.4 |
| Douglass (Township of), Montgomery | 7 | 5.7 |
| East Greenville, Montgomery | 6 | 4.9 |
| Hereford (Township of), Berks | 21 | 17.2 |
| Longswamp (Township of), Berks | 3 | 2.5 |
| New Hanover (Township of), Montgomery | 1 | 0.8 |
| Pennsburg (RR name Pennsburg-East Greenville), Montgomery | 5 | 4.1 |
| Perkiomen (Township of), Montgomery | 1 | 0.8 |
| Pike (Township of), Berks | 2 | 1.6 |
| Red Hill, Montgomery | 2 | 1.6 |
| Upper Hanover (Township of), Montgomery | 9 | 7.4 |
| Upper Milford (Township of), Lehigh | 1 | 0.8 |
| Washington (Township of), Berks | 28 | 23.0 |
| Total: | 122 | |

September EMS Calls by Outcome

| Group | Count | Pct |
|---|------------|------|
| ALS Assist | 3 | 2.5 |
| Cancelled | 17 | 13.9 |
| Dead at Scene - No Resuscitation Attempted | 2 | 1.6 |
| Lift Assist | 4 | 3.3 |
| No Patient Found | 4 | 3.3 |
| No Treatment Required | 6 | 4.1 |
| Patient Dead at Scene-Resuscitation Attempted without transport | 1 | 0.8 |
| Patient Refused Care | 4 | 3.3 |
| Standby- fire scene or other | 4 | 3.3 |
| Treated and Released | 1 | 0.8 |
| Treated, Transferred Care | 1 | 0.8 |
| Treated, Transported ALS | 56 | 45.9 |
| Treated, Transported BLS | 20 | 16.4 |
| Total: | 122 | |

September Call Data Highlights

- Total EMS Responses = 122
- Patients transported = 76
- Paramedic Assist Responses = 3
- Mutual Aid Responses Provided = 24

Year to Date Data

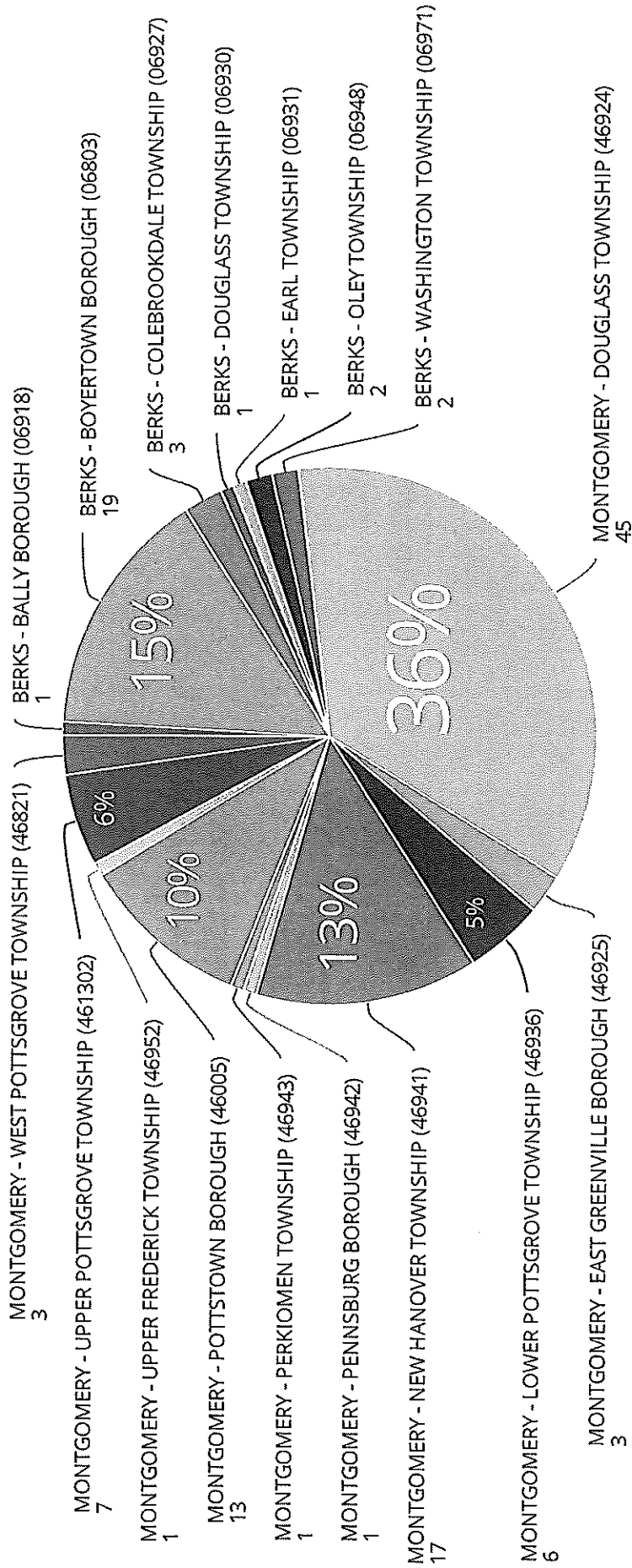
- 2022 EMS Calls through Sept 30th = 1080
- 2023 EMS Calls through Sept 30th = 1142 (Volume is up by 62 calls YTD)

2022 Financial Audit has been provided as a separate email attachment

Respectfully Submitted,

Michael B. Groff NRP, FP-C
 Chief of Operations
 Bally Community Ambulance Association

Zone Chart



Total Calls for the month

Total Calls
126

Total ALS Calls

Incident Number
69

BLS total calls

Incident Number
46

Total Agency, Assist Calls

Total Agency, Assist Calls
4

Zone Breakdown Oct 16, 2023 3:17:58 PM EMS

Incident Numbr

| Scene Zone | Municipal Totals |
|--|------------------|
| BERKS - BALLY BOROUGH (06918) | 1 |
| BERKS - BOYERTOWN BOROUGH (06803) | 19 |
| BERKS - COLEBROOKDALE TOWNSHIP (06927) | 3 |
| BERKS - DOUGLASS TOWNSHIP (06930) | 1 |
| BERKS - EARL TOWNSHIP (06931) | 1 |
| BERKS - OLEY TOWNSHIP (06948) | 2 |
| BERKS - WASHINGTON TOWNSHIP (06971) | 2 |
| MONTGOMERY - DOUGLASS TOWNSHIP (46924) | 45 |
| MONTGOMERY - EAST GREENVILLE BOROUGH (46925) | 3 |
| MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936) | 6 |
| MONTGOMERY - NEW HANOVER TOWNSHIP (46941) | 17 |
| MONTGOMERY - PENNSBURG BOROUGH (46942) | 1 |
| MONTGOMERY - PERKIOMEN TOWNSHIP (46943) | 1 |
| MONTGOMERY - POTTSTOWN BOROUGH (46005) | 13 |
| MONTGOMERY - UPPER FREDERICK TOWNSHIP (46952) | 1 |
| MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302) | 7 |
| MONTGOMERY - WEST POTTS GROVE TOWNSHIP (46821) | 3 |

Total Recalls
21

Transports by Destination

| Destination Location Name | Total incident number |
|--|-----------------------|
| Grand View Health | 1 |
| Lehigh Valley Hospital-Cedar Crest | 16 |
| Phoenixville Hospital - Tower Health | 5 |
| Pottstown Hospital - Tower Health | 47 |
| Reading Hospital - Tower Health | 5 |
| ST JOE'S HOSPITAL | 1 |
| St. Luke's Hospital-Upper Bucks Campus | 1 |

Total ambulance transports

Total Ambulance transports
76