

Douglas Township, Montgomery County

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AGENDA – November 20th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of November 6th, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for November 20th, 2023 – additions, corrections, motion for approval.
5. Paul Pujelli, Brown & Brown of L. V. Insurance – W. C. Dividend check (\$8,800)
6. Police Department – OIC Det/Sgt Robert Evans
7. Engineering Report – Khal Hassan
 - a. ZHB Application McCarron, Christopher Drive - Accessory Building Coverage for inground pool (Public hearing 12/19/23 @ 5:30pm)
 - b. Resolution for LSA Grant – Municipal Building Renovations (BOS approval required to submit the grant proposal)
8. Solicitor Report – Wendy McKenna, Esq.
9. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. BOS Meeting 12/4/2023 – 2024 Budget Adoption & Real Estate Tax Resolution
10. Emergency Services Reports
 - a. GF&R Report
 - b. GACAS Report
 - c. Bally Ambulance Report
 - d. Ordinance 2023-06 Act 172 Tax Relief for GF&R Volunteer Firefighters (Public Hearing 12/4/2023)
11. Public Works – Mike Heydt

12. Manager's Report

1. Schedule of Meetings
 - a. Monday December 4th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm
 - b. Thursday December 14th, 2023 P/A Meeting @ 7pm (**No Workshop in December**)
2. New Ordinances pending in 2023/2024
 - a. Cobblestone Commons/Crossing Rt. 73 and Elm Streets – Convenience Commercial with Active Adult Overlay Amendment
 - b. Codification of Township Zoning Ordinances
3. Z.H.B. Applications Pending
 - a. L.V.H. Signage
 - b. Accessory Pool Coverages – Christopher Drive & Hickory Valley Drive
4. Escrow Release #3 Budget Storage (Jackson Rd) \$201,406.02
5. Special Announcement – Governor's Appointment

13. Old Business/New Business

14. Public Comment

15. Adjournment

NEXT MEETING MONDAY DECEMBER 4th, 2023 @ 7PM

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, Khal Hassan of Pennoni & Associates, Andrew Duncan, Mike Heydt, Treasurer Cynthia O'Donnell, OIC Sgt. Robert Evans, and approximately 15 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 6:00pm to 6:25pm involving litigation and real estate matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of November 6th, 2023 Board of Supervisors Meeting. No changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the November 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 November 20th, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the November 20th, 2023 Board of Supervisors Agenda. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Brown & Brown of L.V. Insurance – Worker's Comp Dividend Check (\$8,800.94)

Mr. Paul Pujelli & Assistant Mr. Pat Dugan were pleased to announce that the Township has received a Worker's Comp Dividend Check in the amount of \$8,800.94, the Township is averaging \$11,000.00 per year in dividends. The rates have remained unchanged in 7 years and Mr. Pujelli announced that Brown & Brown is working on providing a similar dividend program for property & liability insurance and will discuss further with the Township closer to the June 2024 renewal date.

Police Department Report – OIC Sgt. Robert Evans

October 2023 Police Statistics: 620 calls for service, 11 reportable accidents, 13 non-reportable accidents, 11 criminal investigations, 6 criminal arrests, 47 traffic citations, and 0 non-traffic citations. The DTPD attended Fire Prevention education day at Gilbertsville Elementary School. Police assisted Gilbertsville Fire & Rescue with a fire prevention presentation and spoke with the children about when it is appropriate to call 911 for police and fire response. The police department held a Drug Take Back Event on October 28, 2023 resulting in 10lbs. of unwanted and expired medication being dropped off. In addition, 40lbs. of medication was taken from the Med Return Box. The Med Box is located in the Township Lobby and available during normal business hours. Douglass Township Police provided patrols for Halloween Trick or Treat night. Officers conducted extra patrol in the community to ensure a safe night and handed out candy to children throughout our developments. The department was awarded a grant from the Berks County Community Foundation. The police will be receiving \$2,439.00 to purchase First Responders EMT bags for the patrol vehicles, Sgt. Evans thanked them for their support. Douglass Township Police received an appreciation letter from the Mayor and Chief of Police from the City of Lyons, Georgia. The letter thanked Officer Castellucci and the police department for assisting in successfully recovering I-Pads that were stolen by committing fraud. The police would like to thank all the first responders and GF&R for their assistance with a serious motor vehicle accident that occurred. Everyone did an amazing job with a chaotic scene, thank you for your dedication and professionalism. During the month of October, the police have seen an increase of motor vehicle accidents, fraud, and retail thefts being reported. Going into the Holiday Season, FRAUD will be more prevalent and we ask that all are reminded to stay vigilant with their banking and credit cards as you order online. Deer are also very active this time of year so if you are driving, please be extra cautious especially during dusk and overnight hours. No questions were given.

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

ZHB Application McCarron, Christopher Drive – Accessory Building Coverage. Mr. Hassan reviewed the proposed accessory building coverage variance request for 55 Christopher Drive for an in-ground (lap) pool, privacy fence, and equipment pad. Mr. Hassan stated that he did not recommend the variance as this would be quite a large amount over the allowable coverage. The P/A asked for a revision using pavers to cut down on the accessory building coverage. Mr. McCarron said he is reducing the impervious imprint to pervious pavers and reducing the asphalt coverage to pervious coverage. Mr. Hiryak stated that it would be difficult to review any revisions of the resubmittal by the hearing on December 19th, 2023, we would have to push it into January 2024. Mr. McCarron felt that he could meet the allowable building coverage with the pervious coverage revisions. Mr. Hassan noted that Mr. McCarron would not need a variance if the accessory building coverage was under the maximum allowable coverage however he was not convinced this would be the case. Ms. McKenna asked Mr. McCarron to send a letter to the Township stating that he is withdrawing his variance application at this time. Mr. McCarron asked Mr. Hassan if there are any specifications concerning pavers, Mr. Hassan said there are websites with this information and the contractor/supplier will also have the specs.

Resolution #11202023-01 for LSA Grant – Municipal Building Renovations (BOS approval required to submit the grant proposal) – Mr. Hassan said that the Local Share Assessment (LSA) grant is from \$25,000 to \$1,000,000 which can be used for the Municipal Building renovations and does not require a Township match. The grant application is due by the end of the month. A conference call is scheduled for Wednesday November 22nd, 2023 to work out the details and costs for design, Ms. Lee will be involved via zoom so the application can be completed by the deadline.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to adopt Resolution #11202023-01 for a Local Shares Grant from the Commonwealth Financing Authority involving an application for a grant of \$1,000,000.00 to be used for building renovations to the existing Douglass Township administration building. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Wendy McKenna, Esq.

Ms. McKenna stated that a Zoning Ordinance Amendment has been prepared & finalized for an Adult Overlay for the proposed Cobblestone Crossing senior living development, this has been advertised for December 4th, 2023. Ms. McKenna also stated that the proposed ordinance for the Earned Income Tax Credit (Act 172) for volunteer firefighters has also been advertised for December 4th, 2023.

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 November 20th, 2023 is \$226,108.97, the unusual bills are Alloy5 Architecture for renovation design concepts for the administration building from the ARPA fund, Axon Enterprise for police body camera equipment from the ARPA fund, Dept. of Labor & Industry for the 2024 Solvency Fee, Retrievr Inc. for electronics recycling, and Springfield Armory for a safe live round (ammo) discharge tube for police department. Ms. O'Donnell stated that the 2024 Budget Adoption & Real Estate Tax Resolution is set for the Board of Supervisors meeting on December 4th, 2023. Mr. Hiryak commented that the BOS desires that the tax millage remain at the same rate for 2024. Ms. O'Donnell explained the breakdown of Township Taxes: Police Department is 54%, Administration is 19%, Highways 14%, Planning & Zoning 5%, Insurance 3%, Fire & Ambulance 2%, Parks & Rec 2%, Buildings & Plant, Health & Libraries 1%. Ms. O'Donnell commented that all departments adhere to the budget and are careful where they spend the money. Mr. Hiryak stated that we have a 6-month review with all departments to ensure they are not spending more than what was budgeted.

Ms. O'Donnell stated that the biggest tax is Property Tax, taxes for a property assessed at \$100,000.00 would be: \$3,081.40/year to Boyertown Area School District, \$423.70/year to Montgomery County, \$39.00/year to Montgomery County Community College, \$260.00/year to Douglass Township, \$40.00/year to Fire Protection, and \$50.00/year to Emergency Medical Services. No questions were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to pay the unpaid bills as of November 20th, 2023 in the amount of \$226,108.97. 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.

GF&R Report/GACAS Report

Written reports are available in lobby. Mr. Duncan gave a brief overview of the October 2023 Monthly Report for Gilbertsville Fire & Rescue. Chief Duncan said there were 20 incidents in October, and the fire company was in service for 113 hours, 34 minutes. The average response time from dispatch to arrival in Douglass Township is 4 minutes, 44 seconds. October was fire prevention month. We conducted fire prevention education to Gilbertsville Elementary, Little Faces Learning Center, Cornerstone Preschool @ Trinity Church, Shephard of the Hills Pre-School, Playmation, YMCA Growing Dreams Gilbertsville Center, Boyertown Childrens Center, Magnolia Childrens Academy. We collectively educated over 1,300 children about fire safety and prevention. GF&R attended the Boyertown & Bally Halloween Parades and Trinity Church Trunk or Treat event. Grant Awards: GF&R was awarded a grant from the Resource Capital Funds Foundation in the amount of \$15,000 with a local match of \$5,000 for the purchase and installation of a firehouse flooring system in our apparatus bay area of the station to prevent slips, trips, and falls as well as being impact, stain, and UV resistant. Mr. Duncan thanked the Foundation and Global Advanced Metals for continuing to support fire & rescue services in Douglass Township. GF&R also was awarded a grant through the Berks County Community Foundation in the amount of \$6,030.00 for the purchase of an incident command console and accountability system. Mr. Duncan thanked the Foundation for continuing to support fire and rescue services to the Boyertown area. Breakfast with Santa is scheduled for December 10th, 2023. No questions were given.

GACAS Report – Mr. Doucette of GACAS gave a brief overview stating they had 151 calls in October and 91 transports. They are 250 calls ahead of last year at this time and \$91,000 ahead of last year at this time. GACAS is at 99% staffing, we have submitted the budget to the Township. Mr. Doucette commented that the vehicles are aging out and eventually we have to be replaced. No questions were given. The next Emergency Services meeting will be held on Monday December 11th, 2023 at 6pm, this will be a very important meeting with the ambulance budget being discussed.

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 stated that they crack sealed the roads & inlets that were tar & chipped in the Summer Hill Development. The roadcrew is currently helping Washington Township with finishing their paving projects. Mr. Heydt said they are preparing the highway equipment for the winter months.

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

Manager's Report – Pete Hiryak

1. Schedule of Meetings:
 - a. Monday December 4th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm.
 - b. Thursday December 14th, 2023 P/A Meeting @ 7pm – **No Workshop** in December
2. New Ordinances pending in 2023/2024
 - a. Cobblestone Commons/Crossing, Rt. 73 & Elm Street – Convenience Commercial with Active Adult Overlay Amendment – Public Hearing scheduled 12/04/2023.
 - b. Codification of Township Zoning Ordinances – Legal Review & Advertisement January 2024.
3. Z.H.B. Applications Pending
 - a. L.V.H. Signage – To be announced
 - b. Accessory Pool Coverages – Christopher Dr. & Hickory Valley Drive, to be announced.
4. Escrow Releases:
 - a. Escrow Release #3 Budget Storage (Jackson Rd) \$201,406.02 - A site inspection was conducted on November 6th, 2023 to verify the escrow items requested for release and the final release is recommended by our Engineer.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve Escrow Release #3 (Final) for Budget & Self-Storage Facility at 500 Jackson Road in the amount of \$201,406.02 based on the recommendation by Pennoni Engineering. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Special Announcement (Governor's Appointment) – Appointment to the Commonwealth of Pennsylvania Constables Education & Training Board. Mr. Stouch has been nominated to this position by Governor Josh Shapiro, confirmed by the Pennsylvania Senate 50 to 0 on November 13th, 2023. The Board is comprised of the PA State Police Training Director, a Court Administrator, a Magisterial District Judge, a County Commissioner, and a Constable. This Board oversees all initial training, certification, and continuing education and certification of all law enforcement Constables in Pennsylvania. Mr. Stouch will be sworn in at the Douglass Township meeting on December 4th, 2023 by Judge Rick Drumheller.

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

Mr. Hiryak stated that we are in the process of getting designs for the renovation of the Township office. Alloy5 would like to present their evaluation of the building and some design concepts at the December meeting. He also reminded the public that the Emergency Services meeting will be on Monday, December 11th, 2023 @ 6pm.

Public Comment

Mr. Updegrave asked if there was any land dedicated to open space on the Swinehart Road & Englesville Road property. Mr. Hiryak said that the land is split between Douglass Township and Colebrookdale Township. There isn't any land dedicated to open space in the Douglass Township portion, he doesn't know about the portion in Colebrookdale. Mr. Duncan said there is some dedicated open space in Presidential Estates. Mr. Hassan commented that it should be clearly designated on the plans and the Madison Walk Land Development plans do not reference any existing dedicated open space. 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 next Board of Supervisor's Meeting will be held on Monday, December 4th, 2023 @ 7pm.

Respectfully submitted by,
Marcy Meitzler



Gilbertsville Fire and Rescue Company

Monthly Fire Report

October 2023

Incidents by type:

111 - Building Fire: 3

150 - Outside Rubbish Fire: 1

311 - Medical Assist: 2

322 - Motor vehicle accident with injuries: 6

352 - Vehicle Rescue: 2

412 - Gas Leak/Odor: 1

551 - Assist police or other governmental agency: 3 (Fire Police Call)

745 - Fire alarm: 2

Total Incidents for October 2023: 20

Fire Company in Service Time: 113 Hours, 34 minutes (September 2023 - 22 hours, 08 minutes)

Call total for 2023: 244

Fire Company in Service Time Year to Date: 877 Hours, 53 Minutes

Average Time From Dispatch to First Arriving Unit in Douglass Township: 4 minutes, 44 seconds

Response per Municipality:

Douglass Township Montgomery: 15

Upper Pottsgrove: 2

New Hanover Township: 2

Washington Township (Berks County): 1

Training:

Engineers night / Equipment Checks
Fire Prevention Extravaganza
Ladder Operations
Fire hydrant use and operations

Fire Prevention:

October was fire prevention month. We conducted Fire Prevention Education to the following schools and pre-schools. Collectively we educated over 1,300 children about fire safety and prevention.

- Gilbertsville Elementary School (Full Day)
- Little Faces Learning Center
- Cornerstone Preschool @ Trinity Church
- Shephard of the Hills Pre-school
- Miss Doreens Playmation
- YMCA Growing Dreams Gilbertsville Center
- Boyertown Childrens Center
- Magnolia Childrens Academy

Public Relations:

Gilbertsville Fire and Rescue attended multiple public relations events this month to include:

- Boyertown Halloween Parade
- Bally Halloween Parade
- Trinity Church Trunk or Treat

Grant Awards:

Gilbertsville Fire and Rescue was awarded to very important grants in the month of October.

1. Gilbertsville Fire and Rescue has been awarded a grant through the Resource Capital Funds Foundation in the amount of \$15,000.00 with an additional local match of \$5,000.00 for the purchase and installation of a firehouse flooring system in our apparatus bay area of the station. The apparatus floor system will prevent slips, trips and falls to protect our volunteer first responders in addition to making our apparatus floor impact resistant, stain resistant and UV resistant. Thank you to the Foundation and Global Advanced Metals for continuing to support our mission to provide fire and rescue services in Douglass Township.
2. Gilbertsville Fire and Rescue has been awarded a grant through the Berks County Community Foundation in the amount of \$6,030.00 for the purchase of an incident command console and accountability system. Thank you to the Foundation for continuing to support our mission to provide fire and rescue services to the Boyertown area.

Events:

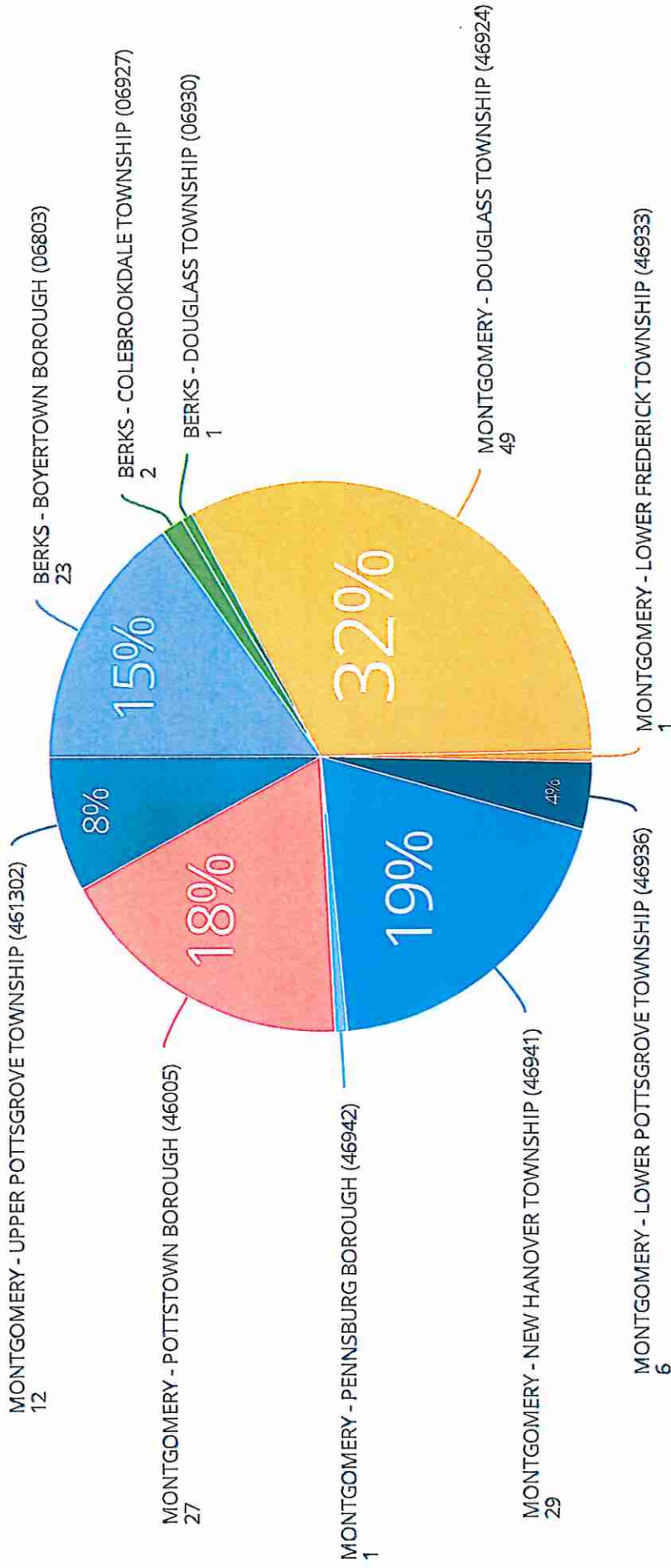
1. Breakfast with Santa event is scheduled for December 10, 2023.

Respectfully Submitted,

Andrew A. Duncan

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

Zone Chart



Total Calls for the month

Total Calls
151

Total ALS Calls

Incident Number
86

BLS total calls

Incident Number
50

Total Agency, Assist Calls

Total Agency, Assist Calls
0

Zone Breakdown

Nov 8, 2023 8:41:03 AM EMS

Incident Numbr

Scene Zone	Municipal Totals
BERKS - BOYERTOWN BOROUGH (06803)	23
BERKS - COLEBROOKDALE TOWNSHIP (06927)	2
BERKS - DOUGLASS TOWNSHIP (06930)	1
MONTGOMERY - DOUGLASS TOWNSHIP (46924)	49
MONTGOMERY - LOWER FREDERICK TOWNSHIP (46933)	1
MONTGOMERY - LOWER POTTS GROVE TOWNSHIP (46936)	6
MONTGOMERY - NEW HANOVER TOWNSHIP (46941)	29
MONTGOMERY - PENNSBURG BOROUGH (46942)	1
MONTGOMERY - POTTSTOWN BOROUGH (46005)	27
MONTGOMERY - UPPER POTTS GROVE TOWNSHIP (461302)	12

Total Recalls

33

Transports by Destination

Destination Location Name	Total incident number
Grand View Health	1
Lehigh Valley Hospital-Cedar Crest	8
Penn State Health St. Joseph Medical Center	1
Phoenixville Hospital - Tower Health	3
Pottstown Hospital - Tower Health	76
Reading Hospital - Tower Health	4

Total ambulance transports

Total Ambulance transports
93