



# Douglas Township, Montgomery County

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## AGENDA – ORGANIZATION MEETING TUESDAY, JANUARY 2<sup>ND</sup>, 2024 @ 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. District Justice Maurice Saylor – Oath of Office for Supervisor-Elect Don Bergstresser
4. ELECTION OF OFFICERS
  - a. Appoint Manager as Temporary Chairman to conduct nominations for BOS Chairman
  - b. Conduct Nominations for BOS Positions by Temporary Chairman
  - c. Nomination of Board of Supervisor Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
  - d. Nomination of Board of Supervisor Vice-Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
5. Appointments: (Names in the parenthesis held the positions in 2023)
  - a. Board of Supervisor Solicitor (Brant & Associates): \_\_\_\_\_
  - b. Labor Attorney (Boyd & Karver): \_\_\_\_\_
  - c. Planning Agency Solicitor (Brant & Associates): \_\_\_\_\_
  - d. Township General Engineer & Traffic Engineer (Pennoni Engineering): \_\_\_\_\_
  - e. Police Chief: \_\_\_\_\_
    1. District Justice Maurice Saylor – Oath of Office for Police Chief
  - f. Township Secretary/Administrative Assistant (Marcy Meitzler): \_\_\_\_\_
  - g. Treasurer/Finance Director (Cynthia O'Donnell, Asst. Ashlee Frey): \_\_\_\_\_
  - h. Treasurers Bond set at \$2,500,000.00 (2.5 Million with H. A. Thomson, Travelers Insurance):  
\_\_\_\_\_
  - i. Township Manager (Peter Hiryak Contracted Last Workday 4/19/2024): \_\_\_\_\_
  - j. Road Master (Michael Heydt): \_\_\_\_\_
  - k. Code Enforcement Officer/Zoning Official/Asst. Manager (Andrew Duncan): \_\_\_\_\_
  - l. Building Inspector (Matthew Wojaczyk): \_\_\_\_\_
  - m. Road Foreman (Scott Groff): \_\_\_\_\_
  - n. Fire Marshal @ \$17.00/hr for inspections (Ricky Smith): \_\_\_\_\_

- o. Police Secretary/Administrative Assistants (Ashley Talarico/Ashlee Frey): \_\_\_\_\_
- p. Solid Waste & Recycling Coordinator (McKenna Powanda): \_\_\_\_\_
  
- q. Chief Administrative Officer for the Pension Funds: (BOS Chairman/Manager)
- r. Sewage Enforcement Officer: Montgomery County Health Department
- s. Delinquent Per Capita Tax Collection: Berkheimer Associates
- t. Earned Income Tax Collector: Berks EIT Bureau
- u. Local Services Tax Collector: Berks EIT Bureau
  
- v. BMMA Representative 5 Year Term (George Moser): \_\_\_\_\_
- w. Representative to PMRPC and PARRC: (Supervisor/Manager/P/A and McKenna Powanda):
- x. BOS Representative to Agricultural Secure Board (Alan Keiser): \_\_\_\_\_
- y. Vacancy Board Chairman (Sam Hunter): \_\_\_\_\_
- z. Special Fire Police (Cpt. Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beaulac, Rick Smith, McKenna Powanda, Thomas Cote, Nicholas Bardman, Andy Duncan, Eric Bauer, and E.J. Henninger): \_\_\_\_\_
- aa. Emergency Coordinator (Andrew Duncan): \_\_\_\_\_
- bb. Asst. Emergency Coordinator (McKenna Powanda): \_\_\_\_\_
- cc. Township Delegates to the State Supervisors Convention (Supervisors, Manager, Treasurer, Roadmaster): \_\_\_\_\_
- dd. Township Depositories: PLIGIT, Great Eastern Management, Vist Bank \_\_\_\_\_
- ee. ICC Appeals Board: (Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell): \_\_\_\_\_
- ff. Zoning Hearing Board (1) 3 Year Terms (Karen Keiser): \_\_\_\_\_
- gg. Planning Agency (2) 4 Year Terms (Joe Richardson & Don Bergstresser): \_\_\_\_\_
  
- hh. Establish Standard Mileage Rate (2024 Federal Rate \$ .67 per mile): \_\_\_\_\_
- ii. Recreation Committee (Members/Meetings T.B.A.): \_\_\_\_\_
- jj. Act 209 Advisory Committee (Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrave, Charles Rick): \_\_\_\_\_
- kk. Emergency Service Board Representatives: (BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Rick Smith, Police Chief, Dave Yusko, John Doucette, Kim Stouch, and Don Bergstresser): \_\_\_\_\_
- ll. Primary Fire Protection Service Provider (GF&R): \_\_\_\_\_
- mm. Primary Medical Service Provider (GACAS): \_\_\_\_\_
  
- 6. Minutes of December 18<sup>th</sup>, 2023 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval.
  - b. Agenda for January 2<sup>nd</sup>, 2024 – additions, corrections, motion for approval.
- 7. Manager's Report – Peter Hiryak
  - 1. Schedule of Meetings:
    - a. Thursday, January 11<sup>th</sup>, 2024 @ 7:00pm – Planning Agency Meeting
    - b. Tuesday, January 16<sup>th</sup>, 2024 @ 6:30pm BOS Agenda Meeting, BOS Meeting @ 7pm.

2. 2024 Fee Schedule (BOS Approval Required)
3. Non-Uniform Employees – 2024 Wage Sheet F.T. Employees (4% increase budgeted)
4. Authorization to Advertise Township Manager Position
5. Schlegel Road Bridge Closing
  
8. Public Comment
  
9. Old Business/New Business
  
10. Adjournment

**NEXT MEETING TUESDAY, JANUARY 16<sup>TH</sup>, 2024 @ 7:00PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04 P.M. Attending were Chairman Josh Stouch, Supervisor Sara Carpenter, Peter Hiryak, Michael Heydt, Andrew Duncan, Det/Sgt Robert Evans, McKenna Powanda, and 25 residents.

Mr. Stouch led the Pledge of Allegiance to the flag. Mr. Stouch asked District Justice Maurice Saylor to perform the Oath of Office for Supervisor-Elect Don Bergstresser while Mrs. Bergstresser assisted in holding the bible. Mr. Bergstresser took his seat with the other Supervisors.

#### Reorganization Meeting for the Year 2024

The meeting was turned over to Manager Peter Hiryak as Temporary Chairman to conduct the nominations for Chairman and Vice-Chairman of the Board of Supervisors. The Manager asked for nominations for Supervisor Chairman.

Ms. Carpenter nominated Joshua Stouch as Board of Supervisor Chairman, no other nominations were received, and this motion was seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Manager asked for nominations for Vice-Chairman of the Board of Supervisors.

Mr. Stouch nominated Sara Carpenter as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager Hiryak turned the remainder of the meeting over to Chairman Stouch and he continued with the nominations for Appointments as listed on the Agenda:

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Brant & Associates as Township Solicitor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Bauer & Associates as Labor Attorney. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Brant & Associates as Planning Agency Solicitor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Pennoni Engineering as Township General Engineer & Traffic Engineer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to appoint Det/Sgt Robert Evans as Police Chief. Bergstresser-Aye, Mr. Stouch abstained due to his past relationship with the police department, Carpenter-Aye. Motion passed. Mr. Stouch asked District Justice Maurice Saylor to perform the Oath of Office for the newly appointed Police Chief Robert Evans while Keegan Evans assisted by holding the bible. Mr. Evans thanked everyone for being supportive

through the interim process and especially thanked all the officers for their professionalism. He is looking forward to the future of the police department.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Marcy Meitzler as Township Secretary/Administrative Assistant, Cynthia O'Donnell as Treasurer/Finance Director and Assistant Ashlee Frey, and for the Treasurers Bond to be set at 2.5 million with H.A. Thomson, Travelers Insurance. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Peter Hiryak as Township Manager, contracted last workday of 4/19/2024. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Michael Heydt as Road Master, Code Enforcement Officer/Zoning Official/Asst. Manager Andrew Duncan, Matthew Wojaczyk as Building Inspector, Scott Groff as Road Foreman, Ricky Smith as Fire Marshal at \$17.00 per hour for inspections/reviews, Ashley Talarico and Ashlee Frey as Police Secretary/Administrative Assistants, McKenna Powanda as Solid Waste & Recycling Coordinator, the Board of Supervisor Chairman Joshua Stouch & Manager Peter Hiryak to be the Chief Administrative Officers for the Pension Funds, the Montgomery County Health Department as the Sewage Enforcement Officer for all on-site septic systems in the Township, Berkheimer Associates for the Delinquent Per Capita Tax Collection, Berks EIT Bureau as the Earned Income Tax Collector and the Local Services Tax Collector. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to appoint George Moser to a 5-year term as a BMMA Representative. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter recused herself because she is a BMMA Member. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint a Supervisor Don Bergstresser, the Manager, a Planning Agency Member, and McKenna Powanda as Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to appoint Don Bergstresser as the Board of Supervisor Representative to the Agricultural Secure Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Sam Hunter as the Vacancy Board Chairman. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Captain Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beaulac, Rick Smith, McKenna Powanda, Thomas Cote, Nicholas Bardman, Andy Duncan, Eric Bauer, E. J. Henninger as Special Fire Police, Andrew Duncan as Emergency Coordinator, and McKenna Powanda as Assistant Emergency Coordinator, Supervisors, Manager, Roadmaster, Treasurer, and Roadmaster as Township Delegates to the State Supervisors Convention, PLIGIT, Great Eastern Management, and Vist Bank as Township Depositories, and

Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell to the ICC Appeals Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to reappoint Karen Keiser to a 3-year term to the Zoning Hearing Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to reappoint Joe Richardson to a 4-year term and to appoint Michael Heydt to a 4-year term to the Planning Agency. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter recused herself as she is a member of the P/A. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to Establish the Standard Mileage Rate at the 2024 Federal Rate of \$.67 cents per mile. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch stated that appointments to the Recreation Committee and Meeting Dates are to be announced.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Gary Carpenter, Sam Hunter, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrove, and Charles Rick to the Act 209 Advisory Committee. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch tabled the Emergency Service Board Representatives appointments until the ordinance is updated and authorized Mr. Hiryak, Mr. Duncan, and Ms. McKenna to work on an updated ordinance.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Gilbertsville Fire & Rescue (GF&R) as the Primary Fire Protection Service Provider for Douglass Township and Gilbertsville Area Community Ambulance (GACAS) as the Primary Medical Service Provider for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

This concluded the 2024 Reorganization portion of the meeting. Mr. Stouch asked if there was any changes or corrections to the December 18<sup>th</sup>, 2023 Board of Supervisors minutes, no changes or comments were given.

A motion was made to approve the minutes of December 18<sup>th</sup>, 2023 Board of Supervisors meeting by Mr. Stouch, seconded by Ms. Carpenter. Bergstresser-Abstain, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 2<sup>nd</sup>, 2024 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the January 2<sup>nd</sup>, 2024 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:

Thursday, January 11<sup>th</sup>, 2024 @ 7pm – Planning Agency (Reorganization) Meeting, P/A Workshop @ 6pm.

Tuesday, January 16<sup>th</sup>, 2024 @ 6:30pm BOS Agenda Mtg, BOS Meeting @ 7pm.

2. 2024 Fee Schedule (BOS Approval Required) – scheduled for 1/16/2024 Meeting.

3. Non-Uniform Employees – 2024 Wage Sheet for Fulltime Employees budgeted for 4% increase (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the 2024 Non-Uniform Wage Sheet as prepared by Manager Hiryak based on the budgeted 4% increase for Fulltime Non-Uniform Employees. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter recused herself from the vote stating she has family ties. Motion passed.

4. Authorization to Advertise the Township Manager Position

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the advertisement of the Township Manager Position. Bergstresser-Aye. Stouch-Aye, Carpenter-Aye. Motion passed.

5. Schlegel Road Bridge Closing – Mr. Hiryak stated that this bridge did not pass the PennDot bridge inspection and has been closed because of deterioration to the deck structure. All closure, warning, and detour signs have been posted per PennDot regulations. Mr. Heydt wants to go over the bridge report with Pennoni Engineering and come up with a viable solution.

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

Public Comment

No public comment was given.

Old Business/New Business

Mr. Stouch thanked the police department in showing the support for the appointment of a new Chief of Police, thanked the Fire Company for their support for Mr. Bergstresser, and thanked GACAS for all of their support.

A motion was made to adjourn the meeting at 7:25pm by Mr. Stouch, seconded by Ms. Carpenter. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Tuesday, January 16<sup>th</sup>, 2024 @ 7pm.**

Respectfully submitted by,  
Marcy Meitzler