



Douglas Township, Montgomery County

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AGENDA – November 6th, 2023

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence – In memory of Robert Brant, Esq. (Township Solicitor 2016-2023)
4. Executive Session
5. Minutes of October 16th, 2023 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for November 6th, 2023 – additions, corrections, motion for approval.
6. Minutes of October 23rd, 2023 Board of Supervisors Meeting – 2024 Full Budget Review
 - a. Additions, corrections, motion for approval.
7. Treasurer's Report – Ms. Cynthia O'Donnell
 - a. 2024 Proposed Budget Overview
 - b. Adoption of 2024 Tentative Budget
 - c. Budget available for public inspection (11/7/23 to 12/2/23) Advertised & Website
 - d. Budget Amendment #8 – Building Permit Income
8. Police Department – OIC Sgt. Steffie
 - a. Police Chief Interviews will be scheduled in December (Sgt. Steffie & Det/Sgt Evans)
 - b. O.I.C. Designation – BOS to consider Police Chief second applicant an opportunity to run department in Nov/Dec.
9. Engineer Report – Allison Lee, PE
10. Solicitor Report – Wendy McKenna, Esq.
11. Highway Department – Mike Heydt
12. Manager's Report – Peter Hiryak
 1. Schedule of Meetings
 - a. Thursday November 9th, 2023 P/A Meeting @ 7pm – **Workshop 6:00pm** (zoning updates & E. Phila Ave Mailbox discussions).

- b. Monday November 20th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm.
- 2. Budget Storage (Jackson/Rt. 100) Escrow Release #3 (\$201,406.02) – Hold, tree replacement to be completed & maintenance agreement to be signed.
- 3. Zern Tract Phase III (Jackson Rd) Escrow Release #3 (\$80,560.90)
- 4. 2023 Ordinances Pending
 - a. Act 172 Tax Relief for Volunteer Firefighters (Advertised for BOS consideration 12/04/2023)
 - b. Cobblestone Crossing CC District Active Adult Community (Authorization required for legal review & advertisement)
 - c. Codification of Township Ordinances on-line (Authorization required for legal review and advertisement)
- 5. Z.H.B. Applications
 - a. LHV – Sign regulations (T.B.A.)
 - b. Accessory Building Coverage on Christopher Drive, Gilbertsville – Inground Pool (T.B.A.) scheduled for P/A on 11/9/2023 & BOS 11/20/2023.
- 13. Old Business/New Business
 - Residents that may be interested in serving on the various Agencies, Committees, or Boards contact Township Manager.
- 14. Public Comment
- 15. Adjournment

NEXT MEETING 7PM MONDAY NOVEMBER 20TH, 2023 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03P.M. Attending were Chairman Josh Stouch, Vice-Chairman Sara Carpenter, Manager Peter Hiryak, Solicitor Wendy McKenna, Andrew Duncan, Allison Lee of Pennoni & Associates, Mike Heydt, McKenna Powanda, Cynthia O'Donnell, OIC Sgt. Steffie, and approximately 11 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced there was no Executive Session this evening and asked for a Moment of Silence for our Solicitor Robert Brant that recently passed unexpectedly. Bob has been our Solicitor since 2016 and will be greatly missed.

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

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

Mr. Stouch asked if there were any questions, comments, or corrections to the November 6th, 2023 Board of Supervisors Agenda, Mr. Stouch asked to add (7d.) Budget Amendment #8 for Building Permit Income.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the November 6th, 2023 Board of Supervisors Agenda with the addition of (7d) Budget Amendment #8 for Building Permit Income. Stouch-Aye, Carpenter-Aye. Motion passed.

Treasurer's Report – Ms. Cynthia O'Donnell

2024 Proposed Budget Overview – As the result of the individual department head meetings and the 10/23/2023 Budget Review meeting, adding the projected income and expenses Ms. O'Donnell stated that as of now we are looking at total General Fund deficit of \$213,405.35 for 2024. The Township will use 2023 surpluses to remove the projected deficit. General Fund balance projected at end of 2024 - \$1,700,000.00, 2024 Annual Budget - \$5,487,000. The Board of Supervisors announced that the adoption of the 2024 Budget will be at the December 4th, 2023 Board of Supervisors meeting. The Board of Supervisors thanked the Township Staff for all their time & effort on the preparation of the 2024 Budget. Copies of the budget and charts are available in the Township lobby for the public to review.

Adoption of 2024 Tentative Budget (Required by BOS)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt the 2024 Tentative Budget. Stouch-Aye, Carpenter-Aye. Motion passed.

The 2024 Budget will be available for public inspection (11/7/2023-12/02/2023) advertised and on the Township Website.

Budget Amendment #8 for Building Permit Income – the proposed budget for building permit income (General Fund) for 2023 will be increased by \$162,997.00 due to the Lehigh Valley Hospital and Medical Office Building interior renovations, giving the amended General Fund a net budget of \$29,063.69. (approval required by the Board)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Budget Amendment #8 for increased building permit income of \$162,997.00 to be added into the 2023 General Fund giving the General Fund an amended net budget of \$29,063.69. 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. Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – O.I.C. Sgt. Steffie

No report given.

Manager Hiryak stated that Police Chief interviews will be scheduled on December 13th starting at 4:40pm (Sgt. Steffie & Det/Sgt Evans)

O.I.C. Designation – BOS to consider Police Chief second applicant an opportunity to run department in November/December.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Det/Sgt Robert Evans as O.I.C of the Douglass Township Police Department for November/December 2023. Stouch-Aye, Carpenter-Aye. Motion passed.

The manager stated that Sgt. Steffie stepped in as O.I.C. when the former Police Chief retired. Sgt. Steffie did a great job with the budget for the police department, we didn't miss a beat with the transition, this is a credit to Sgt. Steffie and the other Sergeants as well. The manager thanked all the department heads for their efforts during budget proceedings.

Engineer Report – Allison Lee

Ms. Lee discussed a Local Shares Grant that the Township is eligible for to possibly use for construction of the Township Building. You must apply online by November 30th, 2023. The grant is between \$25,000 - \$1,000,000 with no match, a resolution is needed, and the grant can be used for planning/consulting for the building. Authorization is needed from the Board to start the resolution process.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Ms. McKenna, Ms. Lee, and Manager Hiryak to consult on the resolution needed for the Local Shares Grant Application. Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Wendy McKenna, Esq.

No report was given.

Highway Department – Mike Heydt

Mr. Heydt stated that in honor of Mr. Brant he has nothing to report.

Manager's Report – Pete Hiryak

Mr. Hiryak reviewed the upcoming meeting schedule as follows:

1. Thursday November 9th, 2023 P/A Meeting @ 7pm - **Workshop @ 6:00pm** (zoning updates & E. Philadelphia Ave mailbox discussions)
Monday November 20th, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm.
2. Budget Storage (Jackson/Rt.100) Escrow Release #3 (\$201,406.02) – Hold, tree replacement to be completed, check needs to be received & maintenance agreement to be signed. Ms. Lee stated that the trees were replaced and the maintenance agreement has been signed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Maintenance Agreement for Budget Storage. Stouch-Aye, Carpenter-Aye. Motion passed.

3. Zern Tract Phase III (Jackson Road) Escrow Release #3 (\$80,560.90) - A site inspection was conducted on November 2, 2023 to verify the escrow items requested for release, based on the observations of the work, the release has been recommended by Pennoni Associates.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Zern Tract Phase III Escrow Release #3 in the amount of \$80,560.90 as recommended by Pennoni Associates. Stouch-Aye, Carpenter-Aye. Motion passed.

4. 2023 Ordinances Pending

- a. Act 172 Tax Relief for Volunteer Firefighters (Advertised for BOS consideration 12/04/2023)
- b. Cobblestone Crossing CC District Active Adult Community (Authorization required for legal review & advertisement)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize for the legal review and advertisement for Cobblestone Crossing Active Adult Community. Stouch-Aye, Carpenter-Aye.

Motion passed.

- c. Codification of Township Ordinances on-line (Authorization required for legal review & advertisement)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the legal review & advertisement for the Codification of Township Ordinances. Stouch-Aye, Carpenter-Aye. Motion passed.

5. Z.H.B. Applications

- a. LHV – Sign regulations (T.B.A.)
- b. Accessory Building Coverage on Christopher Drive, Gilbertsville – inground pool (T.B.A.) scheduled for P/A on 11/9/2023 & BOS on 11/20/2023.

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

Old Business/New Business

Residents that may be interested in serving on the various Agencies, Boards, or Committees are to send a letter of interest to the Township Manager. Manager Hiryak announced that curbside leaf collection started Monday, November 6th and will continue until Friday, December 15th weather permitting.

Public Comment

Mr. Stouch stated that local elections effect your day to day life so make sure you get out and vote on November 7th, 2023 for School Board, Local Government, and Auditor candidates.

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

The next Board of Supervisor's Meeting will be held on Monday, November 20th, 2023 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler