



# Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297  
PHONE 610-367-6062 • FAX 610-367-7124  
www.douglasstownship.org

AGENDA – December 4<sup>th</sup>, 2023

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of November 20<sup>th</sup>, 2023 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for December 4<sup>th</sup>, 2023 – additions, corrections, motion for approval.
5. Oath of Office – The Honorable Victor Frederick will administer the Oath of Office to BOS Chairman Joshua Stouch for his appointment to the Commonwealth of Pennsylvania Constables Education and Training Board. Mr. Stouch's Cabinet position was nominated by PA Governor Shapiro and confirmed by the PA Senate on 11/13/223.
6. Public Hearings
  - a. Ordinance #2023-05 Zoning Amendment permitting an Active Adult Community as a conditional use in the CC Zoning District (BOS Adoption Required)
  - b. Ordinance 2023-06 Enacting an Earned Income and Property Tax Credit for qualified Volunteer Firefighters (BOS Adoption Required)
    1. Resolution #12042023-01 Establishing criteria for a resident firefighter volunteer to be certified under the Tax Credit Program (BOS Adoption Required)
7. Treasurer's Report – Ms. Cynthia O'Donnell
  - a. Adoption of 2024 Budget (\$5,303,750.00)
  - b. 2024 Tax Millage Resolution #12042023-02 (2.6 Real Estate/.5 EMS/.4 Fire Tax)  
(BOS Adoption Required)
8. Police Department – OIC Det/Sgt. Evans
  - a. Police Chief Interviews scheduled on December 13<sup>th</sup> @ 4:30pm (Sgt. Steffie & Det/Sgt Evans)
9. Engineer Report – Allison Lee, PE
  - a. L.S.A. Grant Application submitted for the Township Building Renovation Project (\$1,000,000.00 requested)
10. Solicitor Report – Wendy McKenna, Esq.
11. Highway Department – Mike Heydt

12. Manager's Report – Peter Hiryak

1. Schedule of Meetings
  - a. Monday December 11<sup>th</sup>, 2023 ESB Meeting @ 6pm (Budget reviews GF&R and GACAS)
  - b. Thursday December 14<sup>th</sup>, 2023 P/A Meeting @ 7pm – **No Workshop**
  - c. Monday December 18<sup>th</sup>, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm.
2. 2024 Ordinances Pending
  - a. Codification of Township Ordinances on-line (Final Legal Reviews and Advertisement Pending)
3. Health Insurance Stipend for employees not using Township Insurance Benefit. Funding added to 2024 Budget (BOS authorization to add this to the Non-Uniform Employee Manual). Other corrections, revisions, additions to Non-Uniform Manual will be presented to BOS for review in 2024.
4. Administration Building Renovation Project. Alloy5 will update on existing building evaluation and initial design options with costs (BOS Meeting 12/18/2023)
5. ZHB Application LVH/MOB Signage. Will attend P/A on 12/14/2023 & BOS on 12/18/2023.
6. 2024 Meeting Schedule/Holiday Schedule (For Review)

13. Old Business/New Business

- a. Anyone interested in serving on the various Township Boards, Agencies, or Committees please contact the Township Office. Re-organization meeting Tuesday January 2<sup>nd</sup>, 2024 @ 7pm.
- b. Township Manager Position (April 19<sup>th</sup>, 2024 Last Workday)

14. Public Comment

15. Adjournment

**NEXT MEETING 7PM MONDAY December 18<sup>th</sup>, 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, Supervisor Alan Keiser, Manager Peter Hiryak, Solicitor Wendy McKenna, Andrew Duncan, Allison Lee of Pennoni & Associates, Mike Heydt, McKenna Powanda, Cynthia O'Donnell, OIC Det/Sgt. Evans, and approximately 15 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced there was an Executive Session this evening from approximately 6pm to 6:30pm involving litigation and personnel issues, no decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of November 20<sup>th</sup>, 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 20<sup>th</sup>, 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 December 4<sup>th</sup>, 2023 Board of Supervisors Agenda, no changes were given.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to approve the December 4<sup>th</sup>, 2023 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

#### **Oath of Office**

The Honorable Victor Frederick administered the Oath of Office to BOS Chairman Joshua Stouch for his appointment to the Commonwealth of Pennsylvania Constables Education and Training Board. Mr. Colon held the bible while the Oath of Office was administered. Mr. Stouch was nominated to this Cabinet position by PA Governor Shapiro and confirmed by the PA Senate on 11/13/2023. Mr. Stouch was congratulated on attaining this honor.

#### **Public Hearings – Wendy McKenna, Esq.**

Ordinance 2023-05 – An ordinance amending the Douglass Township, Montgomery County, Code of Ordinances, Chapter 27, Zoning, Part 10, CC- Convenience Commercial District, and Part 23, Adult Active Community Overlay District, by permitting an Active Adult Community as a conditional use in the CC - Convenience Commercial District and revising Accessory Uses in the Adult Active Community Overlay District to allow outdoor swimming pools. Ms. McKenna opened the public hearing at 7:14pm and recited the Board Exhibit List as follows: B-1 Township P/A Meeting Minutes of October 12, 2023 recommendation of text amendments addressing Pennoni Engineering comment letter to the Board of Supervisors; B-2 Board of Supervisors Meeting Minutes of November 6, 2023 authorizing advertisement; B-3 Legal notice for December 4, 2023 public hearing; B-4 MCPC review letter dated September 13, 2023; B-5 PMRPC review letter dated October 4, 2023; B-6 Pennoni review letter dated October 11, 2023; B-7 Proof of Publication – Publication dates: November 16, 2023 and November 23, 2023; B-8 Email to Montgomery County Law Library of November 30, 2023 transmitting an attested copy of the Ordinance; B-9 Ordinance No. 2023-05 Ordinance amending the Douglass Township, Montgomery County Code of Ordinances, Chapter 27, Zoning, Part 10, CC – Convenience Commercial District, and Part 23, Adult Active Community Overlay District, by permitting an Active Adult Community as a Conditional Use in the CC – Convenience Commercial District and Revising Accessory Uses in the Adult Active Community to Allow Outdoor Swimming Pools. No questions or comments were given. Ms. McKenna closed the hearing at 7:17pm.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Ordinance 2023-05 for a Zoning Amendment permitting an Active Adult Community as a conditional use in the CC Zoning District and revising

Accessory Uses in the Adult Active Community to allow outdoor swimming pools. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ordinance 2023-06 – An Ordinance Enacting an Earned Income and Property Tax Credit for qualified Volunteer Firefighters. Ms. McKenna opened the hearing at 7:18pm and recited the Board Exhibit List: B-1 Legal Notice, B-2 Email correspondence to the Montgomery County Law Library of November 10, 2023 transmitting an attested copy of the Ordinance;; B-3 Proof of Publication – Publication date: November 14, 2023; B-4 Ordinance 2023-06 An Ordinance Establishing a Volunteer Fire Fighter Earned Income Tax Credit and Real Property Tax Credit Program to Provide Incentives for Qualified Volunteers Serving the Gilbertsville Fire and Rescue Company; and Establishing Qualifications and Administrative Procedures, Appeals and Penalties in Accordance with Act 172 of 2016. No questions or comments were given. Ms. McKenna closed the hearing at 7:21pm.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to approve Ordinance 2023-06 Establishing a Volunteer Fire Fighter Earned Income Tax Credit and Real Property Tax Credit Program to Provide Incentives for Qualifying Volunteers Serving the Gilbertsville Fire and Rescue Company. And Establishing Qualifications and Administrative Procedures, Appeals and Penalties in Accordance with Act 172 of 2016. Keiser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

Resolution #12042023-01 Establishing the Annual Criteria for a Douglass Township Resident Volunteering for the Gilbertsville Fire and Rescue Company to be met to be certified under the Local Tax Credit Program. Approval needed by the BOS.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to adopt Resolution #12042023-01 Establishing the Annual Criteria for a Douglass Township resident volunteering for the Gilbertsville Fire and Rescue Company to be met to be certified under the Local Tax Credit Program. Keiser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

The GF&R Firefighters were present this evening and expressed their appreciation to the Board for all of their support. Mr. Hiryak stated that this Ordinance for the volunteer firefighters tax credit is a great thing and is well deserved, they are volunteers and respond to all emergencies in less than 5 minutes in all types of weather which is outstanding. They are collectively a great asset to their community.

**Treasurer's Report – Ms. Cynthia O'Donnell**

Adoption of 2024 Budget – Ms. O'Donnell stated that the 2024 Annual Budget will be \$5,303,750.00, approval is required from the BOS.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the 2024 Annual Budget for \$5,303,750.00. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2024 Tax Millage Resolution #12042023-02 (2.6 Real Estate, .5 EMS, .4 Fire Tax), adoption required by the BOS. Mr. Stouch asked Ms. O'Donnell to give an overview of the taxes. Ms. O'Donnell stated that the breakdown of Township Budget (tax millage) is as follows: 54% Police Department, 19% Administration, 14% Highways, 5% Planning & Zoning, 3% Insurance, 2% Fire & Ambulance, 2% Parks & Rec, and Buildings & Plant, Health & Libraries. Manager Hiryak stated there will be no increase in taxes for 2024.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adopt the 2024 Tax Millage Resolution #12042023-02 (2.6 Real Estate, .5 EMS, .4 Fire Tax). Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Police Department Report – O.I.C. Det/Sgt. Evans**

No report given.

Manager Hiryak stated that Police Chief interviews will be scheduled on December 13<sup>th</sup> starting at 4:40pm (Sgt. Steffie & Det/Sgt Evans). There will be a swearing in ceremony on January 2<sup>nd</sup>, 2024 of the new appointed Chief of Police.

**Engineer Report – Allison Lee, PE**

Ms. Lee stated that the Local Shares Grant application has been submitted on November 30<sup>th</sup>, 2023 for a requested amount of \$1,000,000.00 for the Township Building Renovation Project.

**Solicitor Report – Wendy McKenna, Esq.**

No report was given.

**Highway Department – Mike Heydt**

No report given.

**Manager’s Report – Pete Hiryak**

Mr. Hiryak reviewed the upcoming meeting schedule as follows:

1. Monday December 11<sup>th</sup>, 2023 ESB Meeting @ 6pm (Budget reviews for GF&R, Bally, and GACAS).  
Thursday December 14<sup>th</sup>, 2023 P/A Meeting @ 7pm – **No Workshop**  
Monday December 18<sup>th</sup>, 2023 BOS Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm.
2. 2024 Ordinances Pending – Codification of Township Ordinances on-line (Final Legal Reviews and Advertisement Pending)
3. Health Insurance Stipend for employees not using Township Insurance Benefit. Funding added to 2024 Budget (BOS authorization to add this to the Non-Uniform Employee Manual). Other corrections, revisions, additions to Non-Uniform Manual will be presented to Bos for review in 2024. The stipend would amount to \$3000 for a single person/\$6500 for a family.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize a Health Insurance Stipend be added to the Non-Uniform Employee Manual for employees not using the Township Insurance Budget. Stipend would amount to \$3000 single/\$6500 family. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Administration Building Renovation Project – Alloy5 will update on existing building evaluation and initial design options with costs (BOS Meeting 12/18/2023)
5. Z.H.B. Applications – LVH/MOB Signage, will attend P/A on 12/14/2023 and BOS on 12/18/2023. (Hearing in Jan/Feb 2024)
6. 2024 Meeting Schedule/Holiday Schedule (For Review)

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.

**Old Business/New Business**

- a. 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. Re-organization meeting is Tuesday January 2<sup>nd</sup>, 2024 @ 7pm.
- b. Township Manager Position (April 19<sup>th</sup>, 2024 Last Workday) – Mr. Stouch stated that as you know Pete will be retiring in April 2024 after 34 years of service with the Township, 18 years being Township Manager. Next BOS meeting the Supervisors will authorize advertisement of the Managers position.

**Public Comment**

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:45pm. Keiser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor’s Meeting will be held on Monday, December 18<sup>th</sup>, 2023 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler

## Conflict of Interest Abstention Memorandum

**TO:** Board Secretary, Marcy Meitzler, Douglass Township, Montgomery County  
**FROM:** Joshua Z Stouch, Chairman, Board Member  
**DATE:** 12/04/2023

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

- Volunteer tax relief matters concerning members of the Gilbertsville Fire Company

My conflict/reason for abstaining is as follows:

- As a volunteer firefighter of Gilbertsville Fire Company, I could potentially benefit financially from tax relief due to this issue/motion/vote should it pass



\_\_\_\_\_  
Signature of Board Member

**NOTE:** Section 3(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest **shall abstain** from voting **and, prior to the vote** being taken, **publicly announce and** disclose the nature of his interest as a public record in a **written memorandum** filed with the person responsible for recording the minutes for the meeting at which the vote is taken . . . ." (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.