



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 – February 5th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of January 16th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for February 5th, 2024 – additions, corrections, motion for approval.
5. Public Hearing – Ordinance 2024-01 ESB Board Amendments (BOS Adoption Required)
6. Congo Rd Bridge amended agreement and resolution from 2014 (correcting length of bridge from 34' to 40') – BOS Approval Required
7. Engineering Report – Khal Hassan
 - a. David Specht – Rt100/Swinehart/Jackson Rd – Introduction of land use options.
8. Police Department – Chief Evans
 - a. Tuition Reimbursement for Brent Ziegler – (BOS approval required)
 - b. Police Chief Contract (Retroactive to 1/02/2024)
 - c. Authorization to Advertise for hiring additional Police Officers (Budgeted in 2024)
 - d. Honorable Maurice Saylor – Oath of Office Detective Dan Castellucci
9. Solicitor Report – Wendy McKenna, Esq.
10. Public Works – Mike Heydt
11. Manager's Report – Manager Peter Hiryak
 1. Schedule of Meetings
 - a. Monday February 5th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 - b. Thursday February 8th, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
 - c. Monday February 12th, 2024 ESB Meeting @ 6pm
 2. Stafy I & II Maintenance Escrow Agreement – (Ready for signatures)
 3. Township Resolution Fee Schedule
 4. Escrow Releases
 - a. Zern Tract Phase III Release #5 (\$122,505.06)
 - b. 400 Gilbertsville Rd (Oak Mill) #3 (\$219,296.50)

5. ZHB Decision L.V.H.N – Property signs, directional signs and building signs)
6. Township Computer Upgrades (Recycling Dept & Financial Assistant)
7. Uniform Employee – Executive Session Discussion on personnel issues
(2/02/24 3pm-4pm)

12. Old Business/New Business

1. Administrative Building Renovation Presentation
2. Emergency Service Board Representatives to fill open seats on ESB (tabled from 1/02/2024).
3. BOS Meeting Monday April 15th, 2023 (BOS consider changing date due to PSATS Conference)

13. Public Comment

14. Adjournment

NEXT MEETING TUESDAY FEBRUARY 20TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Peter Hiryak, Khal Hassan of Pennoni & Associates, Chief Evans, Andy Duncan, Mike Heydt, Cynthia O'Donnell, McKenna Powanda, and approximately 18 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that there was an Executive Session held this evening from approximately 6:00pm – 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 January 16th, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the minutes of the January 16th, 2024 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the February 5th, 2024 Board of Supervisors Agenda, Mr. Stouch added 8d. under the Police Department Report for Oath of Office for Detective Daniel Castellucci.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to amend and approve the February 5th, 2024 Board of Supervisors Agenda adding 8d. under the Police Department Report for Oath of Office for Detective Daniel Castellucci. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch stated that we will skip to 8d. Oath of Office and asked the Honorable Maurice Saylor to administer the Oath of Office to Detective Daniel Castellucci, Jacob Castellucci held the bible for his father during the ceremony. Detective Castellucci stated that he is looking forward to serving the Township in this new endeavor.

Public Hearing

Ms. McKenna opened the public hearing stating that the proposed Ordinance 2024-01 is an ordinance repealing Ordinance 2014-06 and 2016-06 and amending Article II of Chapter 12, Boards, Committees, and Commissions of the Douglass Township Code of Ordinances to Establish the Emergency Services Board. The exhibits are: B-1 Motion to Advertise, B-2 Board of Supervisors Meeting Minutes of January 16th, 2024 authorizing advertisement, B-3 Copy to the Law Library, B-4 Proof of Publication, B-5 Ordinance.

Mr. Duncan stated that EMS Board consists of 1 Board of Supervisor, 1 firefighter, 1 emergency services member, 1 building inspector/zoning officer, 1 emergency coordinator, 1 fire marshal, and 4 private citizens (1 from each voting district). No questions or comments were given. Ms. McKenna closed the hearing at 7:11pm.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Ordinance 2024-01 ESB Board Amendments amending Article II of Chapter 12, Boards, Committees, and Commissions of the Douglass Township Code of Ordinances to Establish the Emergency Services Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Congo Road Bridge amended agreement and resolution from 2014 (correcting length of bridge from 34' to 40') – BOS approval required. Manager Hiryak stated that in 2014 the bridge was incorrectly listed as 34' in length the correct length of the bridge is 40'. This is an amendment to bridge replacement and transfer agreement. Resolution No. 02052024-01.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Resolution No. 02052024-01 authorizing the Chairman of Douglass Township, Montgomery County to sign the Bridge Replacement and Transfer Agreement No. 164530A for Congo Road over Middle Creek (S.R. 1050/Section MCI) on its behalf and the Township Manager is authorized and directed to attest the same. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report

No report given.

David Specht – Rt100/Swinehart/Jackson Rd, introduction of land use options – Mr. Specht stated that there are two lots owned by his sister Pam Specht at Grosser & Jackson Roads. Engineer Brian Seidel stated they have been approached to sell these lots in light of the hospital being across the street, so they are asking for direction from the Board. Presently it is R-4 zoning, they could ask for zoning change or an overlay or commercial use for banks etc. Mr. Stouch stated that spot zoning does not go over well and there will be additional traffic, he would prefer the lots to be used however he would not be in favor of spot zoning he is more in favor of an overlay. Ms. McKenna agreed that an overlay would be more suitable. Mr. Stouch stated he would prefer a staff meeting to gather more information and discuss a possible overlay. The manager will arrange for a staff meeting on March 13th, 2024. Mr. Houseknecht reminded everyone that one of those lots has a 40% PennDot right of way which takes away a big piece of that lot.

Police Department Report – Chief Robert Evans

Chief Evans stated the police department finished with their accreditation and received notice that they have been recommended for Accreditation for Premiere Status.

Police Chief Contract (Retroactive to 1/02/2024) – The Chief’s Contract has been reviewed and ready to sign.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Police Chief’s Contract to be retroactive to 1/02/2024 (base salary of \$124,000). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Authorization to Advertise for hiring additional Police Officers (Budgeted in 2024) – BOS authorization to advertise is requested.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for Authorization to Advertise for hiring additional Police Officers. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Tuition Reimbursement for Brent Ziegler (BOS approval required) – the manager stated that Officer Ziegler requests tuition reimbursement for completed courses for Criminal Justice Master’s Degree Program in the amount of \$3,070 in which he received an (A).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve tuition reimbursement in the amount of \$3,070 to Brent Ziegler for successfully completing courses through Walden University Criminal Justice Master’s Degree Program. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Wendy McKenna, Esq.

No report given

Public Works – Mike Heydt

No report given

Manager’s Report – Peter Hiryak

1. Schedule of Meetings:
 - a. Thursday February 8th, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm**, Monday February 12th, 2024 ESB Meeting @ 6pm, Tuesday February 20th, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.

2. Stafy I & II Maintenance Escrow Agreement (Ready for signatures) – the manager stated that Stafy I Maintenance Escrow Agreement is in the amount of \$28,092.80 and Stafy II Maintenance Escrow Agreement in the amount of \$66,877.98.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Stafy I Maintenance Escrow Agreement in the amount of \$28,092.80. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Stafy II Maintenance Escrow Agreement in the amount of \$66,877.98. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Township Resolution Fee Schedule – the manager stated that the fee schedule has been modified, grading/stormwater escrow fees have been increased to \$1500.00 and certain permit fees have been changed to flat fees. (BOS approval is required).

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution #02052024-02 updating the Douglass Township Fee Schedule for 2024. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Escrow Releases:

- a. Zern Tract Phase III Release #5 (\$122,505.06) – a site inspection was conducted on January 24, 2024 to verify the escrow items requested for release, the release has been recommended by Pennoni Associates in the amount of \$122,505.06.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Zern Tract Phase III, Escrow Release #5 in the amount of \$122,505.06, as recommended by Pennoni, with \$760,723.95 remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. 400 Gilbertsville Rd (Oak Mill) Escrow Release #3 ((\$219,296.50) – a site inspection was conducted on January 24, 2024 to verify the escrow items requested for release, the release has been recommended by Pennoni Associates in the amount of \$219,296.50 with \$100,007.15 remaining in escrow.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the 400 Gilbertsville Rd (Oak Mill) Escrow Release #3 in the amount of \$219,296.50, as recommended by Pennoni, with \$100,007.15 remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

5. ZHB Decision L.V.H.N. – Property signs, directional signs, and building signs – Granted the sign variance with conditions:

- a. No third-party advertising shall be permitted on either ground sign at or near the entrances off PA Route 100 or Grosser Road.
- b. Sign K-2 will not interfere or in any way impede foot traffic along the existing walking path on the north side of Grosser Road.
- c. The external sign lighting shall be professionally designed, installed, focused and maintained so that only the ground sign at the Grosser Road entrance is illuminated and no excess light shines anywhere else.
- d. All of the subject signage shall be of a size, brightness and location consistent with the subject ZHB application as well as the testimony and exhibits presented at the hearing on 1/24/2024.
- e. Applicant shall comply with all applicable Township, County, State and Federal ordinances, rules, regulations, statutes, codes, etc.

6. Township Computer Upgrades (Recycling Dept & Financial Assistant) – the manager stated that we need to replace the recycling department computer and add an upgraded computer for the Financial Assistant to help with scanning documents. The Board agreed to these purchases as the administration computer has been budgeted for in 2024 and the recycling department will transfer surplus funds with a budget amendment for their computer.

7. Uniform Employee – Executive Session Discussion on personnel issues (2/02/2024 3pm-4pm) – this involves discipline and reprimands for actions unbecoming an officer in an off-duty situation. The recommendation by Chief Evans is for 3 days suspension without pay along with counseling & training.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve disciplinary action & reprimands for actions unbecoming an officer to include 3 days suspension without pay along with counseling & training as

recommended by Chief Evans. Bergstresser-Aye, Stouch-Recused himself do to relationship with police department, Carpenter-Aye. Motion passed.

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.

Old Business/New Business

1. Emergency Service Board Representatives to fill open seats on ESB (tabled from 1/02/2024) – Mr. Duncan stated the ESB Board is made up of 4 residents (1 from each voting district), 1 Board of Supervisor, 1 member of the Douglass Township Police Department, 1 GF&R member, 1 EMS member, Bally Ambulance member, 1 DT Zoning/Building Inspector. There are two open seats on the ESB Board, district #1 & district #3.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to appoint Keith Long from District #1 & Colleen Haines from District #3 to the ESB Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to add McKenna Powanda as Deputy Emergency Coordinator to the ESB Board if the Emergency Coordinator could not attend the meetings. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Duncan said the members are: DT Emergency Management Coordinator – Andrew Duncan, DT Board of Supervisor Representative – Don Bergstresser, DT Administration- Township Manager Peter Hiryak, Fire Marshal – Rick Smith, DT Police Department – Chief Robert Evans, Township Resident Representative for District #1 – Keith Long, Township Resident Representative for District #2 – Kim Stouch, Township Resident Representative for District #3 – Colleen Haines, Township Resident Representative for District #4 – Dean Brumbach, Gilbertsville Ambulance Representative – John Doucette, Bally Ambulance Representative – Mike Groff, Building Code Official – Matt Wojaczyk, and Deputy Emergency Management Coordinator – McKenna Powanda (to fill in for Emergency Management Coordinator as needed).

2. BOS Meeting Monday April 15th, 2024 (BOS consider changing date due to PSATS Conference) – the manager stated that the PSATS Conference is on the BOS Meeting night and most of the staff will be attending PSATS so it is best to reschedule the BOS Meeting for Wednesday April 17th, 2024 at 7pm and advertise the meeting change.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for Authorization to Advertise that the Monday April 15th, 2024 Board of Supervisors Meeting will be rescheduled for Wednesday April 17th, 2024 at 7pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Administration Building Renovation Presentation (Andy Duncan) – Alloy5 has provided two concept plans for review. Mr. Duncan stated that currently the building is 7150sq.ft. downstairs houses the mechanics and upstairs is solely file storage. Concept 1: involves filling in the vestibule to utilize an additional 400 sq. ft. for the conference room meeting space seating 35-40 people and 12 staff, upgrading bathrooms/HVAC/technology, renovating vacated police space and office reconfiguration giving 7500sq. ft. at an approximate cost of 2.6 million. Concept 2: involves removing the stairwell and installing an elevator for upstairs use & fortifying upstairs for office space this will provide more conference room space on main level, relocating bathrooms, upgrading HVAC/technology, renovating vacated space and office reconfiguration for a cost of approximately 3 million. A complete tear down of the building & new build would cost approximately 4.74 million. Mr. Stouch was in favor of Concept 2 factoring in upstairs office space, Mr. Houseknecht agreed that you need as much room as you can get to plan for future use.

The manager stated that we have received 10 replies for the Township Manager position which has been narrowed down to 4 candidates. Two of them are current public officials (Josh Stouch & Andrew Duncan). Times & dates for the interviews are to be determined.

Public Comment

No comments were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adjourn the meeting at 8:04pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Tuesday, February 20th, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler