



# Douglass Township, Montgomery County

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AGENDA – March 4<sup>th</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of February 20<sup>th</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for March 4<sup>th</sup>, 2024 – additions, corrections, motion for approval.
5. Welcome Micah Kern, Eagle Scout Project (Outdoor Library in Douglass Park)
6. Engineering Report – Khal Hassan
  - a. Speed Control Devices for high traffic volume Township Roadways
7. Police Department – Chief Evans
  - a. Tuition reimbursement – Ofc. Brent Ziegler (\$3,070.00) BOS Approval Required
8. Solicitor Report – Wendy McKenna, Esq.
9. Public Works – Mike Heydt
10. Manager's Report – Manager Peter Hiryak
  1. Schedule of Meetings
    - a. Thursday March 14<sup>th</sup>, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
    - b. Monday March 18<sup>th</sup>, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
  2. Trout Rodeo (Saturday May 11<sup>th</sup>, 2024)
  3. New Township Manager Appointment
  4. Appoint additional GACAS Board Member from E.S.B. membership
  5. Ordinance #2024-02 Ordinance Codification (Authorization to Advertise for an April Public Hearing)
  6. EMS Town Hall Meeting Flyer 3/7/2024 @ 7:00pm
11. Old Business/New Business
  1. Montgomery County Election Board – Additional Polling Location
12. Public Comment
13. Adjournment

**NEXT MEETING MONDAY MARCH 18<sup>TH</sup>, 2024 @ 7PM**

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The meeting of the Douglass Township Board of Supervisors was called to order at 7:07P.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, McKenna Powanda, and approximately 17 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 – 6:25pm involving real estate and potential litigation matters, no decisions or votes were taken.

Manager Hiryak announced that additional Executive Sessions were held on 3/02/2024 from 1pm-3:30pm with Supervisor Carpenter and Supervisor Bergstresser involving personnel & appointments. Also, an Executive Session was held on 3/01/2024 from 5:30pm to 6:00pm involving the same discussion, personnel & appointments. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of February 20<sup>th</sup>, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the February 20<sup>th</sup>, 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 March 4<sup>th</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the March 4<sup>th</sup>, 2024 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Micah Kern Eagle Scout Project (Outdoor Library in Douglass Park) – Mr. Kern stated that he is a Life Scout with Troop 36 working on his Eagle Scout Project. His project is a “Little Free Library”, in the shape of a birdhouse, that he has installed in Douglass Park. It runs on the take one leave one idea with different types of books available for children and adults to read and share their books with others. He wanted to help people be able to share the availability and joy of reading books. Mr. Hiryak stated that Mr. Kern composed a poster board showing his project with pictures and descriptions of the work that was performed, this will be displayed in the Township Lobby. Mr. Hiryak thanked Mr. Kern for bringing this project to Douglass Township Park. He stated that moving forward Mr. Powanda will handle these types of projects. Mr. Kern’s project is registered on the little free library website at <https://littlefreelibrary.org/map/>

#### **Engineering Report - Khal Hassan**

Speed Control Devices for high traffic volume Township Roadways – Mr. Hassan gave an update with traffic issues on Bartman Avenue. We visited the site several times and have several options, we can install temporary signs or we can install permanent signs. PennDot form TE160 is required for a permit. Another option is to get an up-to-date traffic study by L-Tap which would be free of charge however any signs would have to be purchased & installed by the Township. If we move in that direction, we would come back with the L-Tap traffic study results and recommendations. Mr. Stouch said that basically there were multiple complaints of alleged speeding on Bartman Avenue/Holly Rd, there was increased enforcement efforts by police and by public works with flashing signs and lines painted on the roads. L-Tap can perform a full engineered traffic study and recommendations.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Pennoni Associates to schedule an L-Tap Traffic Study and report back to the Township with results and recommendations. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

**Police Department Report – Chief Robert Evans**

Tuition Reimbursement – Officer Brent Ziegler \$3,070.00 (BOS Approval Required) Chief Evans stated that Officer Ziegler completed his Master's Degree Program and requests tuition reimbursement for completed courses in criminal justice research, applied communications, strategic leadership, ethics/social justice.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve tuition reimbursement in the amount of \$3,070 to Officer Brent Ziegler for completing multiple courses and receiving his Master's Degree. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

No report given

**Public Works – Mike Heydt**

Mr. Heydt stated that Grosser Road was patched, they trimmed trees, and repaired dirt roads.

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

**Manager's Report – Peter Hiryak**

1. Schedule of Meetings:
  - a. Thursday March 14<sup>th</sup>, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm**, Monday March 18<sup>th</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. Trout Rodeo (Saturday May 11<sup>th</sup>, 2024) – Mr. Hiryak stated that \$3500 was budgeted in the recreation budget for 2024, in 2023 the cost of the fish was \$3400. The Board agreed with the 2024 budgeted amount of \$3500 for the Trout Rodeo, Tony Mashintonio and Judy Wills were present and thanked the Board for their support.
3. New Township Manager Appointment – Mr. Hiryak stated that we are in the process of looking for a new manager as my last working day is 4/19/2024. We have received 12 applications; out of those applicants we have had 4 interviews. Two clearly stood out 1 being the current Chairman and the other being the current Assistant Manager. This has been a very difficult decision to make so a second round of interviews has been requested by the Board, hopefully scheduled for Friday. This is an important decision effecting the Township and we hope to make an announcement at the March 18<sup>th</sup>, 2024 meeting.
4. Appoint additional GACAS Board Member from ESB membership – an additional appointment is needed from the ESB membership as a GACAS Board Member. A motion is required.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to appoint Colleen Haines as a GACAS Board Member. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

5. Ordinance #2024-02 for Ordinance Codification – the ordinances are in the final process of codification allowing for easy access on our website to our zoning codes. Authorization to Advertise is requested.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to advertise a public hearing in April 2024 for Ordinance #2024-02 for the Ordinance Codification. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

6. EMS Town Hall Meeting Flyer 3/07/2024 @ 7pm – The public is invited to a zoom meeting for your input and ideas on how to improve Emergency Medical Services in Montgomery County.

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**

Montgomery County Election Board (Additional Polling Location) – Mr. Stouch commented that an additional polling site is needed to alleviate traffic congestion at the Tri-County Bible Church on Buchert Road. The County has not been able to help relocate polling district #3 so the Township has been actively searching for an additional site. The choices are to finalize pursuing the YMCA or to use the Township Building this year for the election. Mr. Stouch was concerned that the YMCA is not going to logistically work out due to parking and access issues. The County will have to visit the Township Building to see if it is feasible to use our facility for polling. Mr. Duncan stated that there will be a Rt.100 cleanup by the County for the northbound/southbound lanes of Upper Pottsgrove Township/Douglass Township from 9:30am to 1:30pm beginning Monday March 11<sup>th</sup>, 2024 and ending at noon on Friday March 15<sup>th</sup>, 2024. There will be a message board with notifications at the Upland Square location. Mr. John Doucette announced that he is stepping down from GACAS as of April 1<sup>st</sup>, 2024 and said that it was time for new leadership. Mr. Stouch thanked Mr. Doucette for his service to the Gilbertsville Area Community Ambulance Service and he was strategic in keeping the service operational, Mr. Doucette said it was a team effort. Mr. Stouch commented that in the last 20 days the former ambulance chief admitted guilt to several charges against him, the matter is closed.

**Public Comment**

No comments were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:42pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday March 18<sup>th</sup>, 2024 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler