



Douglass Township, Montgomery County

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AGENDA – April 1st, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of March 18th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for April 1st, 2024 – additions, corrections, motion for approval.
5. Township Manager Position – Appointment of New Manager
6. Engineering Report – Khal Hassan
 1. Additional Roadways for LTAP Traffic Studies
7. Police Department – Chief Evans
 1. Use of Force Policy 1.3 (changes include a less-lethal shotgun policy)
8. Solicitor Report – Wendy McKenna, Esq.
 1. John Lee, 131 Niantic Rd Lot-Line Adjustment Resolution #04012024-01
9. Public Works – Mike Heydt
 1. Master Traffic Ordinance – Updates
 2. 2024 Tar & Chip road work and equipment rental (Authorization to Advertise)
10. Manager's Report – Manager Peter Hiryak
 1. Schedule of Meetings
 - a. Thursday April 11th, 2024 P/A Meeting @ 7pm, Workshop @ 6pm
 - b. Wednesday April 17th, 2024 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 2. Trout Rodeo (Saturday May 11th, 2024/Fish Delivery Wed May 8th @ 9am)
 3. ZHB (3) Applications Pending (P/A 4/11/2024, BOS 5/06/2024, & ZHB 5/15/24)
 - a. 265 Middle Creek Rd – Gunsmith Home Occupation
 - b. 110 Noble Ln, Deck & Shed (Coverage Variance)
 - c. 45 Huntsville Drive – Inground Pool, accessory use coverage
 4. Montgomery County Voter Services – Changes to Douglass District #2 & #3 approved by Election Board
 5. PA DEP – 902 Grant requirements (authorization to advertise a 30 day public notice of intent to submit application for equipment purchase)
11. Old Business/New Business
 1. Employee Handbook & Organization Chart (review only)
12. Public Comment
 1. The Perkiomen Mapping & Flood Reduction Project (Townships to appoint representatives to the advisory committee)
13. Adjournment

NEXT MEETING WEDNESDAY APRIL 17TH, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Pete Hiryak, Andrew Duncan, Khal Hassan of Pennoni & Associates, Chief Evans, 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 no Executive Session held this evening.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of March 18th, 2024 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the March 18th, 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 April 1st, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the April 1st, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Township Manager Position (Appointment of New Manager) – Mr. Hiryak stated that it has been a difficult decision choosing the new Manager. There are 2 very experienced, knowledgeable, and qualified candidates for the position. If the Supervisors are ready to appoint a new manager the first step would require a motion and a vote.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to appoint Andrew Duncan as the Manager for Douglass Township, Montgomery County. Bergstresser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

The Board congratulated Mr. Duncan. Mr. Duncan commented that he started working here at Douglass 21 years ago and plans to remain here at Douglass, he appreciated the Board's time in choosing the new manager and said was looking forward to serving the Township in the manager position. Mr. Hiryak said an executive session is needed with the Board to discuss a contract & transition for Mr. Duncan.

Engineering Report – Khal Hassan

Additional Roadways for LTAP Traffic Studies – Mr. Hassan said that he is looking to do a Pedestrian Safety Study for E. Philadelphia Avenue through PennDot LTAP and piggyback with a speeding study on Second Street. Mr. Hassan asked for permission to contact PennDot.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Mr. Hassan to contact PennDot for a Pedestrian Safety Study on E. Philadelphia Avenue through LTAP and possible assistance with speeding on Second Street. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Robert Evans

Use of Force Policy 1.3 (changes include a less-lethal shotgun policy) – Chief Evans said the police department proposed amending its Use of Force Policy 1.3 by adding the Remington 870 less lethal shotgun to its list of approved less lethal use of force methods and weapons set forth in Section 1.3.4 of the policy. The amendment was reviewed by Ms. McKenna's office.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Use of Force Policy 1.3 with the amended changes to include a less-lethal shotgun policy. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor Report – Wendy McKenna, Esq.

John Lee, 131 Niantic Rd Lot-Line Adjustment Resolution #04012024-01 – Ms. McKenna has prepared Preliminary/Final Plan Resolution #04012024-01 for the John Lee Lot-Line Adjustment. This minor lot-line adjustment between lots 1 & 3 will result in decreasing lot #1 (131 Niantic Rd) by 19,650sf from 3.0372 acres to 2.5861 acres and increasing lot #3 (127 Niantic Rd) by 19,650sf from 10.3731 acres to 10.8242 acres and has been recommended by the Planning Agency and Pennoni Engineering. A clean plan must be submitted to Mr. Hassan. After final review, signatures will be required before recording at Montgomery County Courthouse.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Preliminary/Final Plan Resolution #04012024-01 for the John Lee lot-line adjustment between lots 1 & 3. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Works Report – Mike Heydt

Master Traffic Ordinance (Updates) – Mr. Heydt moved “Parking Prohibited” signs from the east side to the west side of Brookside Drive. Staff will review ordinance for any other revisions deemed necessary.

2024 Tar & Chip road work and equipment rental (Authorization to Advertise) – Mr. Heydt wants to advertise for bids on the 2024 Tar & Chip road work and equipment rental, usually the awarded bid will cover a 3-year time period. Tar & Chip Projects for 2024 include Hoffmansville Road, Hoffman Road, Heidi Court, Pheasant Circle, and Fairview Circle.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to authorize the Advertisement to Bid for the 2024 Tar & Chip road work and equipment rental extending for a 3-year time period. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager’s Report – Peter Hiryak

1. Schedule of Meetings:
 - a. Thursday April 11th, 2024 P/A Meeting @ 7pm – **Workshop @ 6pm.** BOS Meeting on Wednesday April 17th, 2024, Agenda Meeting @ 6:30pm, BOS Meeting @7pm. This has been rescheduled due to the PSATS Conference being held on Monday the 15th.
2. Trout Rodeo (Saturday May 11th, 2024, Fish Delivery Wed May 8th @ 9am) – Mr. Hiryak said that the rodeo will be held again at the Mashintonio pond located at 170 Linsenbeidler Road for children under 16 years of age from 8am – 11:30 am, the Township will supply the fish, table setup, wash stand, port-a-potty, refreshments, and condiments. Mr. Mashintonio will have a Veteran’s Trout Rodeo after 11:30am.
3. ZHB (3) Applications Pending (P/A 4/11/2024, BOS 5/06/2024, & ZHB 5/15/2024)
 - a. 265 Middle Creek Rd – Gunsmith Home Occupation
 - b. 110 Noble Ln, Deck & Shed (Coverage Variance)
 - c. 45 Huntsville Drive – Inground Pool (Accessory Use Coverage)
4. Montgomery County Voter Services – Changes to Douglass District #2 & #3 approved by Election Board – the Douglass Township polling areas are: District #1 – Shepherd of the Hills Church on Hoffmansville Road, District #2 – EC Trinity Church on Swinehart Road, District #3 Douglass Township Administration Bldg at 1320 E. Philadelphia Avenue, and District #4 – Tri-County Bible Church on Buchert Road.
5. PA DEP – 902 Grant requirements (authorization to advertise a 30-day public notice of intent to submit application for equipment purchase).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to advertise a 30-day public notice of intent to submit a 902 Grant application for equipment purchase. Bergstresser-Aye, Stouch-Aye, 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

Revised Employee Handbook & Organization Chart (for review only).

Public Comment

The Perkiomen Mapping & Flood Reduction Planning "The Perkiomen Project" (Townships to appoint representatives to the advisory committee) - more information coming.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:23pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Wednesday, April 17th, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler