



Douglas Township, Montgomery County

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AGENDA – October 7th, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of September 23rd, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for October 7th, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee
 - a. Pickleball and Tennis Court Renovation Payment #3 - \$80,150.85
 - b. Zern Tract Phase III, Escrow Release #8 for \$40,060.64
6. Solicitor Report – Wendy McKenna, Esq.
 - a. Resolution #10072024-1 – Authorization for the Submission of a Grant Application
7. Public Works – Mike Heydt
8. Manager's Report – Manager Andrew Duncan
 1. Schedule of Meetings
 - a. Thursday October 10th, 2024 P/A Meeting @ 7pm, **Workshop @ 6:30pm**
 - b. Tuesday October 15th, 2024 ESB Meeting @ 6pm
 - c. Monday October 21st, 2024 BOS Meeting @ 7pm, Agenda Meeting @ 6:30pm
 2. Employee Resignation – Ashlee Frey
 3. Assistant Manager, Zoning Officer, Residential Building Inspector
 4. Leaf Collection Monday October 28th, 2024 - Friday December 13th, 2024 (weather permitting).
 5. ZHB – Highland Outfitters – Special Exception Granted
 - a. Koback 60 Huntsville Dr – Continuance – October 29th, 2024 @ 5:30pm
 6. 2025 Budget Review for General Fund Income
9. Old Business/New Business
 - a. RFP – Ambulance Service – Consideration to approve RFP for release
10. Public Comment
11. Adjournment

NEXT MEETING TUESDAY OCTOBER 22ND, 2024 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Joshua Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Allison Lee of Pennoni & Associates, Cynthia O'Donnell, Mike Heydt, McKenna Powanda, and approximately 7 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 5:30pm to 6:55pm involving real estate and personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the September 23rd, 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 September 23rd, 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 October 7th, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the October 7th, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee

Pickleball and Tennis Court Renovation Payment #3 – Ms. Lee recommended the release of Payment #3 to LB Construction Enterprises, Inc. in the amount of \$80,150.85 for the Tennis/Pickleball Courts Renovation.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the release of Payment #3 in the amount of \$80,150.85 to LB Construction Enterprises, Inc. for the Tennis/Pickleball Courts Renovation. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase III, Escrow Release #8 for \$40,060.64 - an escrow release request has been received from Wayne Rosen for Zern Tract Phase III, Release #8 in the amount of \$40,060.64. Ms. Lee said a site visit was conducted on September 19th, 2024 and based on our observations of the work, we recommend the release.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Zern Tract Phase III, Release #8, based on the recommendation of the Township Engineer, in the amount of \$40,060.64 with \$620,575.76 remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No questions were given on the Engineer's Report.

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

Solicitor Report – Wendy McKenna, Esq.

Resolution #10072024-01 Authorization for the Submission of a Grant Application for a Local Share Account Program – Ms. McKenna stated that this resolution authorizes the submission of a grant application for the 2024 round of the Local Share Account Program requesting a Statewide Local Share Assessment Grant in the amount of \$1,000,000.00 from the Commonwealth Financing Authority to be used for the renovation of our existing Township Administration Building.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution #10072024-01 authorizing the submission of a grant application for the 2024 round of the Commonwealth Financing Authority's Local Share Account Program requesting \$1,000,000.00 to be used for the renovation of the existing Township Administration Building. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No questions were given.

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

Public Works Report – Michael Heydt

Mr. Heydt stated that they are working on paving and he asks everyone to please wait until week of October 28th to place their leaves curbside so it does not interfere with road work and drainage on our roadways.

Manager's Report – Andrew Duncan

1. Schedule of Meetings:

- a. Thursday October 10th, 2024 P/A Meeting @ 7pm, Workshop @ 6:30pm (Grant Opportunities)
- b. Tuesday October 15th, 2024 ESB Meeting @ 6pm
- c. Monday October 21st, 2024 BOS Meeting @ 7pm, Agenda Meeting @ 6:30pm – Mr. Duncan stated that we will not have a quorum on October 21st and asked to reschedule the meeting for Tuesday October 22nd, 2024 @ 7pm, Agenda Meeting @ 6:30pm.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to reschedule and advertise the October 21st, 2024 Board of Supervisors Meeting to be rescheduled for Tuesday October 22nd, 2024 @ 7pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2. Employee Resignation (Ashlee Frey) – Mr. Duncan stated that Ms. Frey has found employment at another Municipality.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the resignation of Ashlee Frey. Bergstresser-Aye, Stouch-Aye, Carpenter-Recused. Motion passed.

3. Asst. Manager, Zoning Officer, Residential Building Inspector – Mr. Duncan stated that the 3rd party inspector proposals are high so we are now trying to find the best fit for the Township's needs. Mr. Stouch felt that we should be looking, whether it be internally or outside, for an Assistant Manager/Zoning Officer/Human Resources person, he felt a zoning officer would not have 40 hours of work per week.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to prepare an advertisement for the October 22nd, 2024 Meeting for an Assistant Township Manager to include the responsibilities of Zoning Officer, Code Enforcement, Human Resources, or other responsibilities deemed necessary. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Leaf Collection starts Monday October 28th, 2024 to Friday December 13th, 2024 (weather permitting)

5. ZHB Updates

- a. Highland Outfitters, LLC – Granted a Special Exception for proposed retail sale of sporting/outdoor equipment, guns/ammunition and gunsmithing or small-scale manufacturing in the GC District located at the Gilbertsville Shopping Center.
 - b. Koback, 60 Huntsville Dr, inground pool – Continuance – Hearing scheduled for Tuesday October 29th, 2024 @ 5:30pm.
6. 2025 Budget Review for General Fund Income – Ms. O'Donnell gave a brief review of the 2025 General Fund Income; the projected income is at \$5.5 million. Money from property Transfer Taxes continues to raise due to new homes being sold in the Township. Interest Income for our Certificates of Deposit (CD's) are at 4.85% through 2025.

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

RFP – Ambulance Service – Consideration to approve RFP for Release – Mr. Stouch asked Ms. McKenna if she reviewed the EMS Resolution and Ordinances. Ms. McKenna said she wanted to go over it again to ensure no changes are needed to recognize additional EMS Organizations. She also reviewed the RFP for Emergency Medical Services Provider for Douglass Township and made some minor adjustments, Mr. Stouch asked for her to have it ready by the 11th. Mr. Stouch wanted to put a 30-day return limit on the RFP requests. Mr. Stouch stated an interested provider must submit the RFP including GACAS if they want to service the Township with ALS coverage.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Request for Proposals (RFP) for Emergency Medical Services Provider to Douglass Township contingent on the review by the Solicitor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No other old business/new business was given.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:19pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor’s Meeting has been rescheduled to Tuesday, October 22nd, 2024 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler