



# Douglas Township, Montgomery County

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AGENDA – November 4<sup>th</sup>, 2024

1. Call to Order
  2. Pledge of Allegiance
  3. Executive Session
  4. Minutes of October 22<sup>nd</sup>, 2024 Board of Supervisors Meeting
    - a. Additions, corrections, motion for approval
    - b. Agenda for November 4<sup>th</sup>, 2024 – additions, corrections, motion for approval.
  5. Engineering Report – Khan Hassan
    - a. Zern Tract Phase III, Escrow Release #9 for \$35,081.00
    - b. Stafy I Final Escrow Release
    - c. Stafy II Final Escrow Release
  6. Solicitor Report – Wendy McKenna, Esq.  
Consideration of:
    - a. Resolution No. 11042024-01 – Dedication of roads and associated Right-of-Ways in the Stafy I & II Subdivisions.
  7. Manager's Report – Manager Andrew Duncan
    1. Schedule of Meetings
      - a. Thursday November 14<sup>th</sup>, 2024 P/A Meeting @ 7pm, **Workshop @ 6pm (Zoning Review)**
      - b. Monday November 18<sup>th</sup>, 2024 BOS Meeting @ 7pm, Agenda Meeting @ 6:30pm
      - c. Tuesday November 26<sup>th</sup>, 2024 Zoning Hearing Board @ 5:30pm
    2. Joan DiCicco – Planning Agency Member (Term 12/31/2025) Resignation
    3. Rebecca Zern – Elected Board of Auditor (Term 12/31/2027) Resignation
    4. BMMA – Request for Letter of Support – LSA Grant – New Camera Truck
    5. Consideration to purchase new technology for Board Meetings in the amount of \$8,406.40 from ARPA.
- 2025 Full Budget Review
8. Old Business/New Business
  9. Public Comment
  10. Adjournment

**NEXT MEETING MONDAY NOVEMBER 18<sup>TH</sup>, 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 Andrew Duncan, Khal Hassan of Pennoni & Associates, Cynthia O'Donnell, Mike Heydt, McKenna Powanda, and approximately 5 residents/developers. The meeting was held at the Gilbertsville Fire & Rescue training room because the County is setting up the administration building for voting tomorrow. 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 6pm to 6:50pm involving personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the October 22<sup>nd</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 October 22<sup>nd</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 November 4<sup>th</sup>, 2024 Board of Supervisors Agenda, no changes were given. Mr. Stouch announced that he was moving the 2025 Budget Review to be after Public Comment.

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

#### **Engineering Report – Khal Hassan**

Zern Tract Phase III, Escrow Release #9 for \$35,081.00 - an escrow release request has been received from Wayne Rosen for Zern Tract Phase III, Release #9 in the amount of \$35,081.00. Mr. Hassan said a site inspection was conducted October 18<sup>th</sup>, 2024 and based on our observations of the work, we recommend the release.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Zern Tract Phase III, Release #9, based on the recommendation of the Township Engineer, in the amount of \$35,081.00 with \$585,494.76 remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No questions were given on the Engineer's Report.

Stafy I Final Escrow Release #11 for \$9,126.40 – a final escrow release #11 has been requested by DelGrippo for the Stafy Tract Phase I in the amount of \$9,126.40. Mr. Hassan recommended the release. A maintenance bond is in place.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Stafy Tract Phase I Final Escrow Release #11, based on the Engineer's recommendation, in the amount of \$9,126.40 with zero remaining in escrow. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Stafy II Final Escrow Release #7 for \$76,075.90 – a final escrow release #7 has been requested by DelGrippo for the Stafy Tract Phase II in the amount of \$76,075.90. Mr. Hassan recommended the release. A maintenance bond is in place.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the Stafy Tract Phase II Final Escrow Release #7, based on the Engineer's recommendation, in the amount of \$76,075.90 with zero remaining in escrow. 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.

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

Resolution #11042024-01 Dedication of Roads and Associated Right-of-Ways in the Stafy I & Stafy II Subdivisions - Ms. McKenna stated that this resolution authorizes Dedication of Roads & Associated Right-of-Ways in the Stafy I & Stafy II Developments, maintenance bonds are in place and Pennoni has reviewed agreements.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution #11042024-01 authorizing the Dedication of road and Associated Right-of-Ways in the Stafy Tract I and Stafy Tract II Subdivisions based on Maintenance Bonds in place and review by Pennoni. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. No questions were given.

**Manager's Report – Andrew Duncan**

1. Schedule of Meetings:

- a. Thursday November 14<sup>th</sup>, 2024 P/A Meeting @ 7pm, (**Workshop @ 6:30pm pending**)
- b. Monday November 18<sup>th</sup>, 2024 BOS Meeting @ 7pm, Agenda Meeting @ 6:30pm.
- c. Tuesday November 26<sup>th</sup>, 2024 Zoning Hearing board @ 5:30pm (1407 E. Phila Ave & 1446 Grosser Rd)

2. Joan DiCicco – Planning Agency Member (Term 12/31/2025) Resignation – Mr. Duncan stated that Ms. DiCicco will be moving out of state, we thank her for her service to the Township.

A motion was made by Ms. Carpenter seconded by Mr. Bergstresser to accept the resignation of Planning Agency Member Joan DiCicco. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Rebecca Zern – Elected Board of Auditor (Term 12/31/2027) Resignation – Mr. Duncan stated that Ms. Zern did not run for Auditor and has resigned from the position.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to accept the resignation of Rebecca Zern as elected Auditor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. Ms. McKenna clarified that an appointment for Auditor must be within 30 days of resignation.

4. BMMA – Request for Letter of Support – LSA Grant (New Camera Truck) - Mr. Duncan stated that Mr. Corson has asked for a Letter of Support from the Board of Supervisors for a Local Share Account Grant Application in the amount of \$426,679.00 to the PADCED for a 16ft camera truck for the Berks-Montgomery Municipal Authority.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve a Letter of Support from the Board of Supervisors for an LSA Grant Application in the amount of \$426,679.00 to the PADCED for a 16ft camera truck for the Berks-Montgomery Municipal Authority. Bergstresser-Aye, Stouch-Aye, Carpenter-Recuse. Motion passed.

5. Consideration to purchase new technology for Board Meetings in the amount of \$8,406.40 from ARPA – Mr. Duncan stated that in an effort to go paperless for meetings, we would like to purchase Laptops & setup through Omega.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the purchase of Laptops & setup for the Board of Supervisors meetings in the amount of \$8,406.40 from the ARPA Fund. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Duncan commented that Election Day is tomorrow and there will be no business conducted at the administrative building. We will be working on a cleaning out old file. Mr. Stouch stated that if anyone is interested in the open positions on the P/A or Auditor they should send a Letter of Interest to Mr. Duncan.

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

**Old Business/New Business**

Ms. O'Donnell asked for the approval to release the Douglass Township Firefighters Relief Fund check in the amount of \$78,333.21.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Douglass Township Firefighters Relief Fund in the amount of \$78,333.21. Bergstresser-Abstain, Stouch-Aye, Carpenter-Aye. Motion passed. No other old business/new business was given.

**Public Comment**

No public comment was given.

**2025 Full Budget Review**

We reviewed the Summary of Capital Projects for the 2025 Budget totaling 1.8 million. Mr. Stouch stated that approximately 1 million was covered by grants.

The new police vehicle was discussed to be either leased or purchased. DCED approval is needed for lease purchase.

2025 starting with 2.6 million in General Fund balance

Current budget has negative balance of - \$437,132.00

Capital Reserve - \$340,000 Building Renovation (Transfer from General Fund)

To reduce the negative General Fund balance, it was discussed, we could use Employee Benefit Fund balance and eliminate the transfer. State Aid has positive balance so you could move more road projects from the General Fund into State Aid.

Special Revenue Funds such as Act 209 (traffic improvements), Street Light (St Light Electric), Liquid Fuels (road improvements), and Open Space (Fee in Lieu of Open Space, Trees) to be determined when development agreements are signed.

End of 2025 Open Space Budget Fund Balance will be \$59,000, Mr. Stouch asked if that money could be used for expenses in acquiring the Long Property, Ms. O'Donnell responded yes it could be used.

Recycling will have a loss in 2025- Waste Management is failing to do proper audits so we are losing the \$5 fee for homes that do not pay trash bills. 904 Grant Money is being deposited into the General Fund and not into Recycling fund which also contributes to the negative balance. In the future we can discuss if the 904

Performance Grant should be placed in the General Fund or the Recycling Fund.

902 Grant Award – just received and not reflected in the budget worksheets. The WM contract ends in 2025 with an option for 1-year extension. Cindy gets quarterly reports from Waste Management. Expenses are \$101,000, income from trash is \$57,000. The deficit for 2025 recycling is \$16,591.00. Mr. Stouch stated that only leaves us with 5 years until we are out of fund balance. All Fund balances look good. Ms. Carpenter asked why the Open Space 2025 Budget was negative, Ms. O'Donnell explained that this due to paving of the main path and park lane in Douglass Park and also the fee for the Circuit Rider.

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The 2025 General Fund budget summary was reviewed. Total expenses increased by \$378,000 and most of the increase if reflected in police costs. The budget includes 3 new positions (1 Officer, 1 Hwy/Parks for nine months, and 1 Asst Manager (50/50 split between office admin and zoning).

The Manager and the Treasurer will meet again with each department head to review each line item and identify where expenses can be reduced. Road construction costs could be moved to Liquid Fuels and the police department expenses can be reduced by \$36,000. We believe we can improve the current budget deficit with no need to increase real estate tax millage. The last real estate tax increase was back in 2020. Mr. Duncan thanked Cindy, the department heads, and the Board for all the work that has been put into this budget beginning already in August, part of the difficulty was in making sure the ARPA money is entirely used. Mr. Stouch asked when the USDA Loan would be finalized, Ms. O'Donnell replied in early 2025. Mr. Hunter asked what is the estimate on purchasing the Long Property, Mr. Stouch said we need another appraisal from Heritage Conservancy & the

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Natural Lands Trust. It must be used as mostly passive open space, trails, and also agriculture use. Market Street would still go through. This could be within 2 years, some of these projects have been completed within that timeframe. The property is just under 80 acres. Mr. Stouch thanked the staff for all the work done for the budget.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 8:03pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting is Monday November 18<sup>th</sup>, 2024 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler