



# Douglas Township, Montgomery County

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AGENDA – November 18<sup>th</sup>, 2024

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of November 4<sup>th</sup>, 2024 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for November 18<sup>th</sup>, 2024 – additions, corrections, motion for approval.
5. Engineering Report – Khal Hassan
6. Police Department Report – Chief Robert Evans
  - a. Monthly Report
7. Solicitors Report – Wendy Mckenna, Esq.
8. Emergency Services Reports
  - a. Gilbertsville Fire and Rescue Monthly Report
  - b. Gilbertsville Area Community Ambulance Monthly Report
  - c. Bally Community Ambulance Monthly Report
9. Public Works – Roadmaster Michael Heydt
  - a. Authorization to purchase a new Western Star Chassis in the amount of \$121,666.48 (budgeted)
10. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Monday December 2<sup>nd</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm
    2. Monday December 9<sup>th</sup>, 2024 Emergency Services Board Meeting @ 6:00pm
    3. Thursday December 12<sup>th</sup>, 2024 Planning Agency @ 7pm. **No December Workshop**
  - b. Zoning Hearing – 1446 Grosser Rd, convert barn to single-family dwelling/in-law suite. Hearing scheduled for November 26<sup>th</sup>, 2024
  - c. Grant Awards
    1. LSA Grant – New Paver - \$278,558.00 (no match required)

2. LSA Grant – Tandem Axle Hooklift Truck w/ Self Contained Leaf Collection Truck  
\$527,854.00 (no match required)
3. 902 Recycling Grant for Equipment – New Trac-hoe Excavator (10% match)

d. Ambulance RFP – Request for proposals under review

11. Old Business / New Business

12. Treasurers Report – Treasurer Cynthia O'Donnell

- a. Authorization to pay the bills (BOS Approval Required)
- b. 2025 Proposed Budget Overview
- c. Adoption of 2025 Tentative Budget
- d. Budget available for public inspection (November 19<sup>th</sup>, 2024 thru December 16<sup>th</sup>, 2024)

13. Public Comment

14. Adjournment

**Next Meeting December 2<sup>nd</sup>, 2024 @ 7pm**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Khal Hassan of Pennoni & Associates, Chief Evans, Cynthia O'Donnell, Mike Heydt, McKenna Powanda, and approximately 9 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 the November 4<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 November 4<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 November 18<sup>th</sup>, 2024 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the November 18<sup>th</sup>, 2024 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Engineering Report – Khal Hassan**

No report given.

**Police Department Report – Chief Robert Evans**

October 2024 Police Statistics: 710 calls for service, 4 reportable accidents, 20 non-reportable accidents, 11 criminal investigations, 2 criminal arrests, 82 traffic citations, and 3 non-traffic citations. On October 23<sup>rd</sup>, 2024 our department received recertification for CPR and First Aid. Special thank you to Bally Community Ambulance for conducting this training and certification for our department. On October 25<sup>th</sup>, 2024 police interviews were conducted with five applicants. On October 26<sup>th</sup>, 2024 our department was involved with the DEA Drug Take Back program. All used or unwanted medications were dropped off at our station between the hours of 10am and 2pm. Forty-four pounds of unwanted or expired medications were collected. On October 26<sup>th</sup>, 2024 our department was at Trinity Church to partake in the 4<sup>th</sup> Annual Trunk or Treat festivities, Sgt. Steffie represented our department at this event. On October 28<sup>th</sup>, 2024 Officer Sedgwick attended National Child Seat Certification Course and received his certification for child seat technician. On October 31<sup>st</sup>, 2024 myself and Officer Delaney patrolled the neighborhoods of Douglass Township and distributed candy to the children during Trick or Treat night. Ms. Carpenter asked if anything was unusual in October, Chief Evans replied that the non-reportable accidents were a little higher than normal which he attributed to distracted drivers.

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

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

A written report was provided for the Board of Supervisors.

**Emergency Services Report**

Copies of the EMS Reports are available in the lobby.

**Public Works Report – Michael Heydt**

Mr. Heydt stated that the roadcrew paved Hoffmansville & Grosser Roads, cleaned the leaves out of the ditches, and they are getting the equipment ready for winter.

Authorization to purchase a new Western Star Chassis in the amount of \$121,666.48 (budgeted) – Mr. Heydt stated that the chassis is on the lot for \$5,000 less than the truck he was going to order, apparently a white truck is cheaper than a red truck. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the purchase of a new Western Star Chassis in the budgeted amount of \$121,666.48. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

### **Manager's Report – Andrew Duncan**

1. Schedule of Meetings:
  - a. Monday December 2<sup>nd</sup>, 2024 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
  - b. Monday December 9<sup>th</sup>, 2024 Emergency Services Board Meeting @ 6:00pm.
  - c. Thursday December 12<sup>th</sup>, 2024 P/A Meeting @ 7pm, **No Workshop**
2. Zoning Hearing – 1446 Grosser Rd, convert barn to single-family dwelling/in-law suite – a representative for the applicant said that his clients are seeking a use variance to allow the renovation of an existing barn as a second dwelling to be used as an in-law suite for a family member. Ms. Carpenter commented that the Planning Agency suggested that the applicant look into subdividing the property to make it two separate lots making the barn renovation a single-family dwelling on the new lot. The representative stated that his clients want to pursue the variance claiming that subdivision is too expensive. The neighbors are in favor of this variance request and my clients are offering a notarized letter that she is living there, when she is gone the use will end. Mr. Stouch stated that the hardship is self-imposed, financial burden is not a hardship. Mr. Stouch said two dwellings on one lot creates enforcement issues not to mention how would you figure out taxes and it would also need an additional sewer hookup. The applicant stated that this is to renovate & restore a beautiful barn as well as give my mother-in-law a place to live. Mr. Stouch said we have zoning laws that we must follow. Ms. Carpenter asked if you had an engineer look at the structure to build off the house, the applicant said it would be hard because of the old trees & berm that are on the property. Ms. McKenna said the Board of Supervisors only makes recommendations, the burden of proof is to be presented to the zoning hearing board by the applicant. The Board of Supervisors were not in favor of this proposal and authorized the Solicitor to attend the zoning hearing to oppose the proposal or send a letter opposing the variance.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter not to recommend the zoning variance for 1446 Grosser Road. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Grant Awards
  - a. LSA Grant – New Paver - \$278,558.00 (no match required), replacing a 1986 Paver Box.
  - b. LSA Grant – Tandem Axle Hooklift Truck w/Self Contained Leaf Collection Truck \$527,854.00 (no match required)
  - c. 902 Recycling Grant for Equipment – New Trac-hoe Excavator (10% match)
4. Ambulance RFP – Request for proposals under review

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**

No old business or new business was given.

**Treasurer's Report – Cynthia O'Donnell**

The unpaid bills as of November 18<sup>th</sup>, 2024 amount to \$398,766.79. Ms. O'Donnell gave a brief overview of some of the unusual bills. No questions were given on the bills.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of November 18<sup>th</sup>, 2024 in the amount of \$398,766.79. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2025 Proposed Budget Overview – Ms. O'Donnell stated we started with a deficit of \$400,000 however after meeting with the department heads and moving some things around, and with nothing essential lost, we were able to reduce the deficit to \$195,401.52. The General Fund beginning balance for 2025 will be \$2,552,754.00, the General Fund balance at the end of 2025 will be \$2,357,382.00 including the deficit of \$195,401.52. Ms. O'Donnell felt that the Township was solvent enough for no increase in taxes for 2025. We have three new potential hires included in the budget for a police officer, a roadcrew/parks person, and an assistant manager.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for the adoption of the 2025 Tentative Budget & Advertisement. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Budget will be available for public inspection (November 19<sup>th</sup>, 2024 through December 16<sup>th</sup>, 2024)

**Public Comment**

Mr. Updegrave said he heard that the zoning ordinance was going to be abolished, Mr. Stouch said there is talk of a statewide takeover of the zoning ordinance. We need more information, Ms. McKenna will look into it.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:39pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday, December 2<sup>nd</sup>, 2024 @ 7 pm**

Respectfully submitted by,  
Marcy Meitzler