



Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297
PHONE 610-367-6062 • FAX 610-367-7124
www.douglasstownship.org

AGENDA – ORGANIZATION MEETING MONDAY JANUARY 6TH, 2025 @ 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. ELECTION OF OFFICERS
 - a. Appoint Manager as Temporary Chairman to conduct nominations for BOS Chairman
 - b. Conduct Nominations for BOS Positions by Temporary Chairman
 - c. Nomination of Board of Supervisor Chairman: _____
Motion: _____ Second: _____
 - d. Nomination of Board of Supervisor Vice-Chairman: _____
Motion: _____ Second: _____
4. Minutes of December 16th, 2024 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval.
 - b. Agenda for January 6th, 2025 – additions, corrections, motion for approval.
5. Appointed Auditor (Oath of Office) – Honorable District Justice Maurice Saylor
6. Appointments: (Names in the parenthesis held the positions in 2024)
 - a. Board of Supervisor Solicitor (Brant & Associates LLC): _____
 - b. Labor Attorney (Boyd & Karver): _____
 - c. Planning Agency Solicitor (Brant & Associates LLC): _____
 - d. Township General Engineer & Traffic Engineer (Pennoni Engineering): _____
 - e. Police Chief (Robert Evans): _____
 - f. Township Secretary/Administrative Assistant (Marcy Meitzler): _____
 - g. Treasurer/Finance Director (Cynthia O'Donnell): _____
 - h. Treasurers Bond set at \$2,500,000.00 (2.5 Million with H. A. Thomson, Travelers Insurance):

 - i. Township Manager (Andrew Duncan): _____
 - j. Road Master (Michael Heydt): _____

- k. Code Enforcement Officer/Zoning Official/Manager (Andrew Duncan): _____
- l. Building Inspector (Matthew Wojaczyk): _____
- m. Road Foreman (Scott Groff): _____
- n. Fire Marshal @ \$17.00/hr for inspections (Ricky Smith): _____
- o. Police Secretary/Administrative Assistant (Ashley Talarico): _____
- p. Solid Waste & Recycling Coordinator (McKenna Powanda): _____

- q. Chief Administrative Officer for the Pension Funds: (BOS Chairman/Manager)
- r. Sewage Enforcement Officer: Montgomery County Health Department
- s. Delinquent Per Capita Tax Collection: Berkheimer Associates
- t. Earned Income Tax Collector: Berks EIT Bureau
- u. Local Services Tax Collector: Berks EIT Bureau

- v. BMMA Representative 5 Year Term (none): _____
- w. Representative to PMRPC and PARRC: (Supervisor/Manager/P/A and McKenna Powanda):
- x. BOS Representative to Agricultural Secure Board (Don Bergstresser): _____
- y. Vacancy Board Chairman (Sam Hunter): _____
- z. Special Fire Police (Cpt. Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beaulac, Rick Smith, McKenna Powanda, Nicholas Bardman, Andy Duncan, Eric Bauer, Tiffany Blauert, Randy Reifsnnyder, Harvey Ernst, Kenneth Kratz, and Vicente Ramirez): _____
- aa. Emergency Coordinator (Andrew Duncan): _____
- bb. Asst. Emergency Coordinator (McKenna Powanda): _____
- cc. Township Delegates to the State Supervisors Convention (Supervisors, Manager, Treasurer, Roadmaster): _____
- dd. Township Depositories: PLIGIT, Great Eastern Management, Vist Bank _____
- ee. ICC Appeals Board: (Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell): _____
- ff. Zoning Hearing Board (1) 3 Year Term (Dan Caruso): _____
- gg. Planning Agency (1) 1 Year Term (Joan DiCicco) & (2) 4 Year Terms (Charles Rick & Ed Reitz):

- hh. Establish Standard Mileage Rate (2024 Federal Rate \$.70 per mile): _____
- ii. Recreation Committee (Members/Meetings T.B.A.): _____
- jj. Act 209 Advisory Committee (Gary Carpenter, Sam Hunter, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrove, Charles Rick): _____
- kk. Emergency Service Board Representatives: (BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Rick Smith, Robert Evans, Kim Stouch, Keith Long, Colleen Haines, Angela Erb, Matt Wojaczyk, and Don Bergstresser):

- ll. Primary Fire Protection Service Provider (GF&R): _____
- mm. Primary Medical Service Provider (GACAS): _____

7. Manager's Report – Andrew Duncan

1. Schedule of Meetings:

- a. Thursday, January 9th, 2025 @ 7:00pm – Planning Agency Meeting
- b. Tuesday, January 21st, 2025 @ 6:30pm BOS Agenda Meeting, BOS Meeting @ 7pm.

2. Non-Uniform Employees – 2025 Wage Sheet F.T. Employees (BOS approval required)

8. Public Comment

9. Old Business/New Business

10. Adjournment

NEXT MEETING TUESDAY, JANUARY 21st, 2025 @ 7:00PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04 P.M. Attending were Chairman Josh Stouch, Supervisors Sara Carpenter & Don Bergstresser, Andrew Duncan, Chief Robert Evans, Michael Heydt, and 5 residents.

Mr. Stouch led the Pledge of Allegiance to the flag.

Reorganization Meeting for the Year 2025

The meeting was turned over to Manager Andrew Duncan as Temporary Chairman to conduct the nominations for Chairman and Vice-Chairman of the Board of Supervisors. The Manager asked for nominations for Supervisor Chairman.

Ms. Carpenter nominated Joshua Stouch as Board of Supervisor Chairman, no other nominations were received, and this motion was seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Manager asked for nominations for Vice-Chairman of the Board of Supervisors.

Mr. Stouch nominated Sara Carpenter as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager Duncan turned the remainder of the meeting over to Chairman Stouch and he continued with the nominations for Appointments and agenda items as listed.

Mr. Stouch asked if there was any additions, changes or corrections to the December 16th, 2024 Board of Supervisors minutes, no changes or comments were given.

A motion was made to approve the minutes of December 16th, 2024 Board of Supervisors meeting by Mr. Stouch, seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the January 6th, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the January 6th, 2025 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Appointed Auditor (Oath of Office) – Honorable District Justice Maurice Saylor
District Justice Saylor administered the Oath of Office to Roger Updegrave as appointed Auditor for Douglass Township.

2025 Appointments:

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Brant & Associates, LLC as Township Solicitor; Boyd & Karver as Labor Attorney; Brant & Associates, LLC as Planning Agency Solicitor; Pennoni Engineering as Township General Engineer & Traffic Engineer; Robert Evans as Police Chief; Marcy Meitzler as Township Secretary/Administrative Assistant; and Cynthia O'Donnell as Treasurer/Finance Director. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch for the Treasurers Bond to be set at 2.5 million with H.A. Thomson, Travelers Insurance. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Michael Heydt as Road Master; Andrew Duncan as Code Enforcement Officer/Zoning Official/Manager; Matthew Wojaczyk as Building Inspector, Scott Groff as Road Foreman, Rick Smith as Fire Marshal at \$17.00 per hour for inspections/reviews; Ashley Talarico as Police Secretary/Administrative Assistant; and McKenna Powanda as Solid Waste & Recycling Coordinator. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint the Board of Supervisor Chairman Joshua Stouch & Manager Andrew Duncan to be the Chief Administrative Officers for the Pension Funds; the Montgomery County Health Department as the Sewage Enforcement Officer for all on-site septic systems in the Township; Berkheimer Associates for the Delinquent Per Capita Tax Collection; Berks EIT Bureau as the Earned Income Tax Collector and the Local Services Tax Collector. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

An appointed BMMA Representative for a 5 Year Term was not needed for 2025.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Supervisor Don Bergstresser, Manager Andrew Duncan, Planning Agency Member Joe Richardson, and McKenna Powanda as Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Don Bergstresser as the Board of Supervisor Representative to the Agricultural Secure Board; Sam Hunter as Vacancy Board Chairman; Captain Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beulac, Rick Smith, McKenna Powanda, Nicholas Bardman, Andy Duncan, Eric Bauer, Tiffany Blauert, Randy Reifsnyder, Harvey Ernst, Kenneth Kratz, and Vicente Ramirez as Special Fire Police; Andrew Duncan as Emergency Coordinator, and McKenna Powanda as Assistant Emergency Coordinator; Supervisors, Manager, Roadmaster, Treasurer, and Roadmaster as Township Delegates to the State Supervisors Convention; PLIGIT, Great Eastern Management, and Vist Bank as Township Depositories, and

Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell to the ICC Appeals Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to appoint Kristian Hammill to a 3-year term to the Zoning Hearing Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to reappoint Ed Reitz & Charles Rick each to 4-year terms and to appoint Jessica Gisinger-Doran to a 1-year term to the Planning Agency. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to Establish the Standard Mileage Rate at the 2025 Federal Rate of \$.70 cents per mile. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch stated that appointments to the Recreation Committee and Meeting Dates are to be determined on an as needed basis.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Gary Carpenter, Sam Hunter, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegróve, and Charles Rick to the Act 209 Advisory Committee. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to appoint BOS Representative Josh Stouch, Andrew Duncan, Mike Groff Bally Ambulance Representative, Dean Brumbach, Rick Smith, Chief Robert Evans, Kim Stouch, Keith Long, Chief Angela Erb GACAS Representative, Matt Wojaczyk, Don Bergstresser, and Jessica Gisinger-Doran as the Emergency Service Board Representatives. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to not appoint or re-appoint any new EMS Representatives to the GACAS Board for 2025. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Gilbertsville Fire & Rescue (GF&R) as the Primary Fire Protection Service Provider for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Primary Medical Service Provider for Douglass Township – Mr. Stouch said there is no need for an appointment as this was done by resolution.

This concluded the 2025 Reorganization portion of the meeting.

Manager's Report – Andrew Duncan

1. Schedule of Meetings:

Thursday, January 9th, 2025 @ 7pm – Planning Agency (Reorganization) Meeting, P/A Workshop @ 6pm.

Tuesday, January 21st, 2025 @ 6:30pm BOS Agenda Mtg, BOS Meeting @ 7pm.

2. Non-Uniform Employees – 2025 Budgeted Wage Sheet for Fulltime Employees (BOS Approval Required)

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the 2025 Budgeted Non-Uniform Wage Sheet as prepared by Manager Duncan for Fulltime Non-Uniform Employees. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter-Aye. Motion passed.

Mr. Hammill stated that he did not see the zoning hearing for January listed under the meetings, Mr. Duncan stated that there is a zoning hearing scheduled for January 15th, 2025 @ 5:30pm and it was advertised.

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

Public Comment

No public comment was given.

Old Business/New Business

Mr. Stouch stated that he will be representing Douglass Township at the Presidential Inauguration on January 20th, 2025.

A motion was made to adjourn the meeting at 7:20pm by Ms. Carpenter, seconded by Mr. Stouch. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Tuesday, January 21st, 2025 @ 7pm.

Respectfully submitted by,
Marcy Meitzler