



# Douglass Township, Montgomery County

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AGENDA – March 18<sup>th</sup>, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of March 3<sup>rd</sup>, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for March 18<sup>th</sup>, 2025 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee
  - a. 144 Township Line Road, Stauffer, Piccola, Knapp Subdivision - Consideration to recommend Preliminary/Final Plan approval and authorize the Solicitor to prepare resolution.
  - b. Zoning Hearing Application – 801 Clover Lane variance request for accessory building coverage and rear yard setback for an inground pool.
  - c. Zoning Hearing Application – 15 Huntsville Drive variance request for accessory building coverage for an inground pool.
6. Solicitor's Report – Wendy McKenna, Esq.
  - a. Resolution No. 03182025-01 – Consideration to adopt resolution imposing a temporary ban on outdoor burning.
  - b. Resolution No. 03182025-02 – Consideration to adopt resolution authorizing the execution of the amendment to municipal police cooperative agreement.
7. Police Department Report – Chief Robert Evans
  - a. Monthly Report
  - b. Consideration to approve Offer of Employment for one full time Police Officer
8. Public Works Report – Roadmaster Michael Heydt
  - a. Monthly Report
9. Treasurers Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)

10. Emergency Services Reports (reports available in lobby)
  - a. Gilbertsville Fire and Rescue
  - b. Gilbertsville Area Community Ambulance Service
  - c. Bally Ambulance
11. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Thursday March 27<sup>th</sup>, 2025 Ag Secure Meeting @ 5:30pm
    2. Thursday April 10<sup>th</sup>, 2025 Planning Agency Mtg @ 7pm, No Workshop
    3. Monday April 14<sup>th</sup>, 2025 Emergency Services Board @ 6pm
    4. Wednesday April 16<sup>th</sup>, 2025 Zoning Hearing Board @ 5:30pm
    5. Monday April 21<sup>st</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
  - b. County Line Road Bridge Update – DVRPC Retro-reimbursement program.
12. Old Business / New Business
  - a. Consideration to extend Waste Management Contract that is due to expire on December 31<sup>st</sup>, 2025 for one additional year.
  - b. Consideration to approve EMS Fair Funding Model Document recommended by Emergency Services Board.
13. Public Comment
14. Adjournment

**NEXT MEETING MONDAY APRIL 21<sup>ST</sup>, 2025 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:11 P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Allison Lee of Pennoni & Associates, Chief Robert Evans, Cynthia O'Donnell, Mike Heydt, and approximately 16 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 6:45pm – 7:09pm this evening involving personnel matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the March 3<sup>rd</sup>, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the minutes of the March 3<sup>rd</sup>, 2025 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 March 18<sup>th</sup>, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the March 18<sup>th</sup>, 2025 Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Engineering Report – Allison Lee**

144 Township Line Road, Stauffer, Piccola, Knapp Subdivision – Consideration to recommend Preliminary/Final Plan approval and authorize the Solicitor to prepare resolution. Ms. Lee stated that this is a proposed minor subdivision for 2 lots in the R-2 zoning district. Lot #1 is the proposed new lot consisting of .682 acres for a future single-family dwelling with on-site well and public sewer, Lot #2 is the existing single-family dwelling and existing structures consisting of 4.702 acres with on-site well and public sewer. A sewer easement runs through the property. Ms. Lee said the County is in support of this proposed subdivision and the comments from the Pennoni review letter can be addressed without going to the Zoning Hearing Board. Pennoni recommends Preliminary/Final Plan approval for the 144 Township Line Road Subdivision.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for Preliminary/Final Plan approval for the 144 Township Line Road Subdivision and to authorize the Solicitor to prepare Preliminary/Final Plan Resolution documents for the next Board of Supervisors Meeting on April 21<sup>st</sup>, 2025. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing Application – (Ricci) 801 Clover Lane variance request for accessory building coverage and rear yard setback for an inground pool. The Ricci's Engineer was present with engineered storm water plans for the inground pool. The revised plan reduces the coverage from 16.6% to 15.5% and rear yard setback of 14.1 feet. They are seeking two variances. Ms. Lee stated that she has just received the engineered storm water plans and must review them.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to show support of the 801 Clover Lane variance for accessory building coverage of 15.5% and variance for rear yard setback be 14.1 feet contingent that the engineered storm water plan is satisfactory to Pennoni Associates. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zoning Hearing Application – (Lehr) 15 Huntsville Drive variance request for accessory building coverage for an inground pool. Mr. Lehr stated that he is asking for 14.01% accessory building coverage for an inground pool. Ms. Lee stated that the storm water plans for this property shows curtain drains around the pool which she finds adequate. Mr. Stouch asked if the NPDES Permit is holding anything up, Mr. Duncan said that the NPDES Permit is closed.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to show support for the proposed variance to allow 14.01% accessory building coverage for an inground pool at 15 Huntsville Drive contingent on the storm water plan is satisfactory to Pennoni Associates. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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 No. 03182025-01 – Consideration to adopt resolution imposing a temporary ban on outdoor burning. Ms. McKenna explained that this Resolution bans all open burning in the Township for a period of 30 days from the effective date of this Resolution, or as modified/removed by notice of the Fire Marshal.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution No. 03182025-01 banning all open burning in the Township for a period of 30 days from the effective date of this Resolution, or as modified/removed by notice of the Fire Marshal. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Resolution No. 03182025-02 Authorizing the Execution of the Amendment to Municipal Police Cooperative Agreement. Ms. McKenna explained that Douglass Township is currently a party to the Municipal Police Cooperative Agreement to have availability of services from the Montgomery County SWAT – Western Region and amended to add (3) parties (East Greenville, Pennsburg, and Marlborough Townships) to the Municipal Police Cooperative Agreement.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution No. 03182025-02 Authorizing the Execution of the Amendment to the Municipal Police Cooperative Agreement. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

**Police Department Report – Chief Robert Evans**

February 2025 Police Statistics: 761 calls for service, 4 reportable accidents, 11 non-reportable accidents, 9 criminal investigations, 2 criminal arrests, 55 investigation supplement, 83 traffic citations, and 1 non-traffic citation. Chief Evans announced that new Taser 7 less lethal equipment was ordered for our department and recently received. They will be placed into service once appropriate training of all officers is completed. We will see if credit can be obtained for the old tasers. Police Department is advertising for a Part-Time Officer and we are currently accepting applications for this vacancy. Community Reader Day was held on Thursday March 13, 2025. This falls in the middle of Read Across America Week celebrations. Officer Poux participated in the event and read to the children at Gilbertsville Elementary School. Thank you to Officer Poux for Participating and Principal Petri for continuing to include us in these type of community related events. We recently had criminal activity involving multiple thefts from autos and a stolen vehicle. Please make sure that your vehicles are secured overnight as a prevention to this type of criminal activity. Our responding officers did a great job responding and investigating these reports which are still being investigated. Patrol Officers completed their Mandatory Update training for 2025. On March 18<sup>th</sup>, 2025 at 10am our department hosted a Coffee with a Cop event with Giant Food Store located at 173 Holly Road in Gilbertsville which was well attended. April 26<sup>th</sup>, 2025 from 10am to 2pm we will be hosting the DEA Drug Take Back Event, please turn in all unwanted or expired medication during this event. The Med Box continues to be available at the Township Office Building during normal business hours. A Child Seat Tech might be available at this event. The EV Blazer is at Patriot in Limerick, delivery should be next week. The EV is expected to run 300-340 miles with a full charge. It comes with a charger and we are working on a second charger.

Consideration to approve Offer of Employment for one full time Police Officer – Chief Evans asked for approval of an Offer of Employment for a potential Police Officer probably starting the end of June pending certification.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the Offer of Employment for one full time Police Officer near the end of June pending certification. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

#### **Public Works Report**

Mr. Heydt reported that the roadcrew performed roadside trimming, mulching park, spring cleanup, repaired dirt roads & potholes, replaced & straightened road signs. Mr. Heydt also was present for an inspection at the County Line Road Bridge.

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.

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

The unpaid bills as of March 18<sup>th</sup>, 2025 amount to \$226,247.10. 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 March 18<sup>th</sup>, 2025 in the amount of \$226,547.10. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ms. O'Donnell asked for the Board's approval on an additional bill for tub grinding from Hopewell Farms in the amount of \$15,000.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment for tub grinding to Hopewell Farms in the amount of \$15,000. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ms. O'Donnell informed the Board that the 2024 Audit is completed, and we continue to work on the USDA Loan.

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

#### **Emergency Services Report**

Chief Duncan stated that for the month of February GF&R had 38 calls for service with 22 calls in Douglass Township, in service time was 73 hours and 41 minutes. Busiest time of day was 4pm – 5pm. The average time from dispatch to first arriving unit is 5 minutes, 40 seconds. Average personnel per call is 7.9 volunteers. GACAS had 42 calls for service in February for Douglass Township. Bally Ambulance had 5 calls for service in February for Douglass Twp. Copies of the EMS Reports are available in the lobby. Mr. Landis (GACAS) informed the Board that they are expecting a new transit van in April and the audit is in process. Mr. Groff (Bally Ambulance) informed the Board that their audit was completed and is expected next month.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the Emergency Service Reports as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

- a. Schedule of Meetings:

1. Thursday March 27<sup>th</sup>, 2025 Ag Secure Meeting @ 5:30pm – Yoder, Paper Mill Rd/Lone Pine Rd 134.31 acres.
  2. Thursday April 10<sup>th</sup>, 2025 Planning Agency Meeting @ 7pm, No Workshop in April
  3. Monday April 14<sup>th</sup>, 2025 Emergency Services Board @ 6pm
  4. Wednesday April 16<sup>th</sup>, 2025 Zoning Hearing Board @ 5:30pm – 801 Clover & 15 Huntsville Dr
  5. Monday April 21<sup>st</sup>, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm
- b. County Line Road Bridge Update – DVRPC Retro-reimbursement Program – In 2015 we received a Grant for 80% of the cost for replacement of the bridge and 20% match by the Township. We are working on this project and reworking new cost for the bridge. A DCED Grant is open that we can apply for and utilize for our 20% match. The bridge has structural deficiencies & detours plans are currently being created, the bridge will be closed when the signs and plans are reviewed. Ms. Lee stated that the bridge install appears to be a pre-fab installation with a 90-day build.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to close the County Line Road Bridge as soon as the detour plans & signs have been received. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

#### **Old Business/New Business**

Consideration to extend Waste Management Contract that is due to expire on December 31<sup>st</sup>, 2025 for one additional year – Mr. Duncan stated that the trash contract is due to expire at the end of December however we do have an option to extend the contract for one year at the same cost to residents. After the contract ends the pricing will possibly double. The contract bid package will be updated to current standards to go out to bid mid-2026.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the extension of the Waste Management Trash Contract for an additional year at the same cost. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to approve EMS Fair Funding Model Document recommended by Emergency Services Board – Mr. Stouch stated that this will be tabled for one more month.

#### **Public Comment**

No public comment was given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:55pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday April 21<sup>st</sup>, 2025 @ 7 pm**

Respectfully submitted by,  
Marcy Meitzler