



Douglass Township, Montgomery County

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AGENDA – April 21st, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of March 18th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for April 21st, 2025 – additions, corrections, motion for approval.
5. Public Hearing – Proposal to add 134.31 acres of farmland owned by Kenneth & Martha Yoder into the Township Agricultural Secure Area (ASA)
6. Resolution No. 04212025-01 – Consideration to adopt resolution to include 134.31 acres of farmland owned by Kenneth & Martha Yoder (Paper Mill/Lone Pine/Henry Roads) into the Township Agricultural Secure Area (ASA).
7. Solicitor's Report – Wendy McKenna, Esq.
 - a. Resolution No. 04212025-02 – Consideration to adopt Accident and Illness Prevention Program and Policy, appoint an Accident and Illness Prevention Program Coordinator, and adopt a safety and loss control program manual.
 - b. Resolution No. 04212025-03 144 Township Line Road – Stauffer, Piccola, Knapp Minor Subdivision, Preliminary/Final Plan Approval.
8. Engineer's Report – Allison Lee
9. Police Department Report – Sgt. Brian Steffie
 - a. Monthly Report
10. Emergency Services Reports – (copies in lobby)
 - a. Gilbertsville Fire and Rescue Monthly Report
 - b. Gilbertsville Area Community Ambulance Monthly Report
 - c. Bally Community Ambulance Monthly Report

11. Public Works Report – Roadmaster Michael Heydt
 - a. Monthly Report
 - b. Consideration to extend AMS Tar and Chip contract from 2024 for additional year.
 - c. Consideration to extend rental of paving equipment contract from 2023 with Sacks and Sons for one additional year.
 - d. Consideration to advertise for one full time public works employee. This is a budgeted position.
12. Treasurers Report – Asst. Manager David Thompson
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. USDA Loan – Legal Services Agreements – Interim Financing, Construction Loan, USDA Closing Documents.
 - I. Consideration to enter into legal services agreement with Brant and Associates, LLC
 - II. Consideration to enter into legal services agreement with Attorney Peter Edelman of Stevens & Lee.
 - c. Consideration to approve the Herbein Engagement Letter for 2024 Audit
 - d. Consider a motion to authorize the payment of bills due before the next meeting for the month of April.
13. Manager's Report – Assistant Manager David Thompson
 - a. Schedule of Meetings
 1. Thursday May 8th, 2025 Planning Agency Mtg @ 7pm
 2. Monday May 19th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 - b. Zoning Hearing Updates – Hearings held on April 16th, 2025
 1. 801 Clover Lane – Inground swimming pool
 2. 15 Huntsville Drive – Inground swimming pool
 - c. Annual Trout Rodeo – Saturday May 10th, 2025 (8am - 11:30am)
 - d. County Line Road Bridge over Swamp Creek – Closed to all traffic on April 16th, 2025
14. Old Business / New Business
 - a. Consideration to approve EMS Fair Funding Model Document recommended by Emergency Services Board.
 - b. Waste Management cost of living increase proposal
15. Public Comment
16. Adjournment

NEXT MEETING MONDAY MAY 19th, 2025 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Assistant Manager David Thompson, Allison Lee of Pennoni & Associates, Sgt. Brian Steffie, Mike Heydt, and approximately 11 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 6:00pm – 6:30pm this evening involving litigation matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the March 18th, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the March 18th, 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 April 21st, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the April 21st, 2025 Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Hearing – Proposal to add 134.31 acres of farmland owned by Kenneth & Martha Yoder into the Township Agricultural Secure Area (ASA). Ms. McKenna opened the public hearing at 7:01pm and stated that the proposed addition includes six different parcels of land owned by Kenneth & Martha Yoder on Paper Mill, Lone Pine, and Henry Roads totaling 134.31 acres. The Montgomery County Planning Agency reviewed the application and recommended the inclusion into the ASA on March 24th, 2025. The Township ASA Advisory Committee recommended the inclusion at their meeting on March 27th, 2025. The exhibits are; B-1 application, B-2 BOS Minutes of February 18th, 2025 acknowledging receipt of the application, B-3 ASA Advisory Meeting Minutes of March 27th, 2025, B-4 Public Notice advertising the meeting dates, B-5 Proof of Publication for the advertisement, and B-6 Montgomery County Planning Commission review letter dated March 24th, 2025. Ms. McKenna asked for any comments from the public, none were given. Ms. McKenna closed the public hearing at 7:06pm.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to close the public hearing for the inclusion of 134.31 acres of farmland owned by Kenneth & Martha Yoder into the ASA. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. Mr. Stouch asked the Solicitor to continue to the proposed Resolution to accept the inclusion of these parcels into the ASA.

Resolution No. 04212025-01 – Consideration to adopt resolution to include 134.31 acres of farmland owned by Kenneth & Martha Yoder (Paper Mill/Lone Pine/Henry Roads) into the Township Agricultural Secure Area (ASA). Ms. McKenna stated that the Board could adopt the resolution at this time. Mr. Stouch commented that after including this 134.31 acres we will have 3,057 acres in the ASA and that is the most acres in Montgomery County.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to adopt Resolution No. 04212025-01 to include 134.31 acres of farmland owned by Kenneth & Martha Yoder into the Township Agricultural Secure Area. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. Ms. McKenna informed the Board that she must take the Resolution to Montgomery County to get it recorded.

Solicitor's Report – Wendy McKenna, Esq.

Resolution No. 04212025-02 – Consideration to adopt Accident and Illness Prevention Program and Policy, appoint an Accident and Illness Prevention Program Coordinator, and adopt a safety and loss control program

manual. Ms. McKenna stated that this is still under review and suggested to table this consideration until the next meeting.

Resolution No. 04212025-03 144 Township Line Road – Stauffer, Piccola, Knapp Minor Subdivision, Preliminary/Final Plan Approval. This is a 2-lot subdivision. 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. McKenna said this is subject to comply with the Pennoni, Montgomery County review letters and retaining any permits necessary.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution No. 04212025-03 for the Stauffer, Piccola, Knapp (144 Township Line Road) Minor Subdivision Preliminary/Final Plan. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Engineering Report – Allison Lee

Ms. Lee stated that next month she will have some escrow releases to go over. Mr. Stouch asked her to go over the County Line Road Bridge closure. Ms. Lee stated that during a bridge inspection the bridge was found to be in critical condition with corrosion, the bridge was closed to all traffic on April 16th, 2025 with detours put in place. Back in 2015 repairs to this bridge were put out for bid, however the project was placed on hold as well as permitting. PennDot, DEP, and Ms. McKenna are working on easements and permits. Ms. Lee stated that the cost update is 2 million dollars however the original construction plan can still be used. The Township can get an 80% match from PADEP for the repairs and the Township is responsible for the other 20%. Mr. Stouch commented that representatives from the House & Senate are working to get us the 20% match hopefully without taxpayer money. No questions were given.

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.

Police Department Report – Sgt. Brian Steffie

March 2025 Police Statistics: 823 calls for service, 5 reportable accidents, 8 non-reportable accidents, 11 criminal investigations, 4 criminal arrests, 69 investigation supplement, 72 traffic citations, and 0 non-traffic citation. Sgt. Steffie said that on April 26th, 2025 from 10am to 2pm we will be hosting the DEA Drug Take Back Event as we have in previous years. Please turn in all unwanted or expired medication during this event. Med Box continues to be available at the Township Office Building during normal business hours. On May 15th, 2025 our department will conduct Police Day in conjunction with Gilbertsville Elementary School. This will be the first year that we will be involved in coordinating this event with the school and are still in discussions regarding resources for this event. 5 Ballistic shields were recently ordered for patrol vehicles. The Police Department applied for an NRA Grant but were denied funds. Items were budgeted for in preparation of possible denial. Sgt. Steffie presented a signed Offer of Employment by Ms. Veronica Maryanski. Mr. Stouch commented that it has been approximately 20 years since the last female police officer for Douglass, she has performed very well in the interviews as well as in the Police Academy. No questions were given.

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.

Emergency Services Report

Deputy Fire Chief Eric Bauer stated that for the month of March GF&R had 27 calls for service with 14 calls in Douglass Township, in service time was 120 hours and 46 minutes. Busiest time of day was 12pm–3pm. The

average time from dispatch to first arriving unit is 4 minutes, 52 seconds. Average personnel per call is 8.4 volunteers. Mr. Stouch stated that Gilbertsville Fire & Rescue is really killing it with their service to the community. Mr. Landis (GACAS) stated that there were 126 calls for service in March, 50 were for Douglass Township. Mr. Reitnauer (Bally Ambulance) stated that 121 calls for service in March, 4 were in Douglass. No questions were given on the EMS reports.

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

Public Works Report – Roadmaster Michael Heydt

Mr. Heydt reported that the roadcrew cleaned up tree debris from the windstorms, trimmed trees, cleaned out ditches, performed repairs on Hoffman Bridge, hosted a Flagger Course (8 Townships attended), helped plant 200 trees in the park, and closed the County Line Road Bridge. Mr. Heydt informed the Board that he received our new paver.

Consideration to extend AMS Tar and Chip Contract from 2024 for an additional year – Mr. Heydt asked for approval to extend the AMS Contract for one additional year, the contract has an extension option for 3 years.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the extension of the AMS Tar and Chip Contract for an additional year. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to extend rental of paving equipment contract from 2023 for an additional year with Sacks and Sons, the contract has a 3-year extension option. Mr. Heydt wants to extend this contract with Sacks & Sons to do milling and their paving equipment is larger than what we have.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to extend the Sacks & Sons paving equipment rental contract for one additional year. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to advertise for one full time public works employee – Mr. Heydt stated that this is a budgeted position.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to advertise for one full time public works employee. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Treasurer's Report – Asst. Manager David Thompson

The unpaid bills as of April 16th, 2025 amount to \$435,176.34. 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 April 16th, 2025 in the amount of \$435,176.34. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

USDA Loan – Legal Services Agreements – Interim Financing, Construction Loan, USDA Closing Documents. Mr. Thompson stated that these agreements are needed as part of the USDA Loan process and is not binding.

1. Consideration to enter into legal services agreement with Brant and Associates LLC

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the legal services agreement with Brant & Associates LLC. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2. Consideration to enter into legal services agreement with Attorney Peter Edelman of Stevens & Lee

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the legal services agreement with Attorney Peter Edelman of Stevens & Lee. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to approve the Herbein Engagement Letter for 2024 Audit - Mr. Thompson stated that this standard procedure, nothing unusual.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Herbein Engagement Letter for 2024 Audit. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration for a motion to authorize the payment of bills due before the next meeting for the month of April – Mr. Thompson stated that some insurance bills have not been received this month.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of any bills due before the next meeting for the month of April. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager's Report – Asst. Manager David Thompson

a. Schedule of Meetings:

1. Thursday May 8th, 2025 Planning Agency Meeting @ 7pm
2. Monday May 19th, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm

b. Zoning Hearing Updates – Hearings held on April 16th, 2025

1. 801 Clover Lane – Inground swimming pool – Granted
2. 15 Huntsville Drive – Inground swimming pool – Granted

c. Annual Trout Rodeo – Saturday May 10th, 2025 (8am-11:30am) Veterans Fish Rodeo will follow.

d. County Line Road Bridge over Swamp Creek – Closed to all traffic on April 16th, 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

Consideration to approve EMS Fair Funding Model Document recommended by Emergency Services Board – Mr. Stouch stated that we have been trying to find a fair way to fund the EMS Tax distribution, Hoffmansville Road North will be Bally Ambulance and Hoffmansville Road South will be GACAS. Those regions will be divided to be fair, supported by the EMS Board. Ms. McKenna will have her office review the matter and prepare a resolution.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Brant & Associates LLC review the matter and prepare a resolution to distribute the EMS Tax. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Waste Management cost of living increase proposal – Mr. Stouch stated that this is for review however he didn't think that the increase would be substantial and updates will be given at the next meeting.

Mr. Heydt wanted to inform the Board that he was purchasing a lean-to for the pole building at the highway department with a cost between \$15,000-\$20,000, this was a budgeted item for equipment storage.

Public Comment

Mr. Updegrave said that he is getting calls that there is no sign at Giant about the County Line Bridge being closed to all traffic, they travel down County Line Road and have to turn around. Mr. Stouch said that Mr. Heydt brought it to the Board's attention and asked for approval to place a sign in that area. Mr. Updegrave asked for a bridge completion timeline, Mr. Stouch said that a timeline will be updated probably in June. Mr. Updegrave asked what happened to the billboard in the front of the building, Mr. Stouch replied that it was damaged missing tracks and letters, and the electric shorted out so it was removed.

Mr. Stouch was concerned that the May meeting falls on the evening before the Primary Election and felt that we should move the meeting location to the Gilbertsville Fire & Rescue training room which would need to be advertised.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to advertise the May 18th, 2025 Board of Supervisors Meeting to be held at Gilbertsville Fire & Rescue instead of 1320 E Philadelphia Ave. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:43pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday May 18th, 2025 @ 7 pm to be held at Gilbertsville Fire & Rescue.

Respectfully submitted by,
Marcy Meitzler