



# Douglass Township, Montgomery County

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## AGENDA – May 19<sup>th</sup>, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of April 21<sup>st</sup>, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for May 19<sup>th</sup>, 2025 – additions, corrections, motion for approval.
5. 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. 05192025-01 – Consideration to adopt Fair Funding Model for Emergency Medical Services
  - c. Resolution No. 05192025-02 – Consideration to authorize the submission of Grant Application to the PA DCED Multimodal Transportation Fund.
6. Engineer's Report – Greg Kerr
  - a. Zern Tract Phase 1, Escrow Release #24 (\$44,891.18)
  - b. Zern Tract Phase 2, Escrow Release #16 (\$15,113.20)
  - c. Zern Tract Phase 3, Escrow Release #11 (\$44,815.34)
  - d. Resolution No. 05192025-03 – Consideration to adopt Resolution for Sewage Facilities Plan for Holly Road.
7. Police Department Report – Chief Robert Evans
  - a. Monthly Report
  - b. New Badge Presentation

8. 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
9. Public Works Report – Roadmaster Michael Heydt
  - a. Monthly Report
10. Treasurers Report – Treasurer Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Budget Amendment #1 – 2025 Budget Adjustment
11. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Monday June 9<sup>th</sup>, 2025 ESB Meeting @ 6pm
    2. Thursday June 12<sup>th</sup>, 2025 Planning Agency Mtg @ 7pm, Zoning Ordinance Open House @ 6pm.
    3. Monday June 16<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
  - b. Douglass Township Trout Rodeo Update
  - c. County Line Road Bridge Update
  - d. Zoning Ordinance Update
12. Old Business / New Business
  - a. Waste Management cost of living increase proposal
13. Public Comment
14. Adjournment

**NEXT MEETING MONDAY JUNE 16<sup>th</sup>, 2025 @ 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, Greg Kerr of Pennoni & Associates, Chief Robert Evans, Mike Heydt, Cynthia O'Donnell, and approximately 19 residents/developers. A reporter was present. The meeting was held in the training room at Gilbertsville Fire & Rescue.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 6:00pm – 6:45pm this evening involving real estate matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the April 21<sup>st</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 April 21<sup>st</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 May 19<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 May 19<sup>th</sup>, 2025 Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**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. The model used is from the Townships Workers Compensation Insurance Company which requires to adopt a safety and loss control program manual, and names the Manager as the Accident and Illness Prevention Program Coordinator and the Manager shall appoint a committee. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution No. 04212025-02 for an Accident and Illness Prevention Program and Policy, appointment of an Accident and Illness Prevention Program Coordinator, and adopt a safety and loss control program manual. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Resolution No. 05192025-01 – Consideration to adopt Fair Funding Model for Emergency Medical Services. This Fair Funding Model established rules, regulations, and requirements for funding First Due Coverage for emergency medical services.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt the Fair Funding Model for Emergency Medical Services for First Due Coverage in Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Resolution No. 05192025-02 – Consider to authorize the submission of Grant Application to the PA DCED Multimodal Transportation Fund. This Grant Application is for the County Line Road Bridge replacement. The Township has 80% funding covered and the remaining 20% is to be covered by the Multimodal Transportation Fund at no cost to the Taxpayers of Douglass Township.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution No. 05192025-02 for authorization to submit a Grant Application to the PA DCED Multimodal Transportation Fund. 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.

**Engineering Report – Greg Kerr**

- a. Zern Tract Phase 1, Escrow Release #24 (\$44,891.08) – Mr. Kerr stated that a site inspection was conducted on April 17<sup>th</sup>, 2025 to verify the escrow items requested for release and recommended the release of \$44,891.08 with a balance of \$201,478.63 remaining in escrow.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Zern Tract Phase 1, Escrow Release #24 as recommended by Pennoni Engineering in the amount of \$44,891.08. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Zern Tract Phase 2, Escrow Release #16 (\$15,113.20) – Mr. Kerr stated that a site inspection was conducted on April 17<sup>th</sup>, 2025 to verify the escrow items requested for release and recommended the release of \$15,113.20 with a balance of \$1,028,620.61 remaining in escrow.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Zern Tract, Phase 2 Escrow Release #16 as recommended by Pennoni Engineering in the amount of \$15,113.20. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- c. Zern Tract Phase 3, Escrow Release #11 (\$44,815.34) – Mr. Kerr stated that a site inspection was conducted on April 17<sup>th</sup>, 2025 to verify the escrow items requested for release and recommended the release of \$44,815.34 with a balance of \$536,246.92 remaining in escrow.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Zern Tract, Phase 3 Escrow Release #11 as recommended by Pennoni Engineering in the amount of \$44,815.34. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- d. Resolution No. 05192025-03 – Consideration to adopt Resolution for Sewage Facilities Plan for Holly Road.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution No. 05192025-03 for the Sewage Facilities Plan for Holly Road contingent that any comments will be addressed. Bergstresser-Aye, Stouch-Aye, Carpenter-Recuse. 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.

**Police Department Report – Chief Robert Evans**

April 2025 Police Statistics: 802 calls for service, 9 reportable accidents, 10 non-reportable accidents, 8 criminal investigations, 24 investigation supplement, 6 search warrants, 2 criminal arrests, 88 traffic citations, and 14 non-traffic citations. April 26<sup>th</sup>, 2025 from 10am to 2pm we hosted the DEA Drug Take Back Event as we have in previous years. Our department collected 39 pounds during the collection day. The Med Box continues to be available at the Township Building during normal business hours. On May 15<sup>th</sup>, 2025 our department conducted a Police Day in conjunction with Gilbertsville Elementary School. This event was the first and was well received by the children and community. Special thank you to Principal Petri for collaboration with this event. The children were invited to see our various vehicles and specialized equipment along with tours and demonstrations. Mission Kids CAC also provided the 5<sup>th</sup> grade class with Internet and Cyberbullying presentation. This was a great event and look forward to next year. I would like to thank participating agencies, which include, Plymouth Township Police, Whitmarsh Township Police, Mission Kids CAC, Montgomery County Public Safety Emergency Services, and MSWAT-W. Five ballistic shields were recently ordered for patrol vehicles and received. Shields are an added layer of protection for the officers and community in the event of an active shooting call. Shields were placed in the police cars. May 12<sup>th</sup> through May 15<sup>th</sup>, 2025 our department hosted and on-scene traffic collision course, 21 police officers from the area attended this course during this time period and received training on duties of police upon scene arrival, evidence collection, and minimal speed calculations. Thank you to Gilbertsville Fire Department for allowing us to use their facility during this training. April 28<sup>th</sup> through May 9<sup>th</sup>, 2025 Officer Delaney attended and completed On-Scene and Homicide by Vehicle Collision Investigation. This is an 80-hour course that includes more intensive training regarding accident investigation.

Officer Delaney intends on completing all available courses to certify him as an Accident Reconstructionist. I look forward to his progress in this area. Mr. Stouch announced that if you noticed outside the new EV police vehicle is in the parking lot. This was purchased at a reduced cost with a charging station. Chief Evans stated that the EV will be outfitted & lettered for mid-June/July, this was a budgeted expense. A resident asked the Chief if the officers share the police vehicles or does each car have a designated driver. Chief Evans said normally if a car is out for a 12-hour shift it will sit the next 12-hour shift to cut down on mileage on the vehicles. The new EV will be driven by the Sergeants, we are looking at possibly leasing another EV to be used as an unmarked Detective vehicle.

New Badge Presentation – Chief Evans presented the new badge design to the Board for their review, the new design doesn't have the jagged edging like the old ones do and it has the officers badge number on it.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the new badge design. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. Chief Evans noted that he is also looking into redesigning the police patches.

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.

#### **Emergency Services Report**

Chief Duncan stated that for the month of April GF&R had 24 calls for service with 17 calls in Douglass Township, in service time was 90 hours and 42 minutes. Busiest time of day was 5pm–7pm. The average time from dispatch to first arriving unit is 2 minutes, 54 seconds. Average personnel per call is 9.5 volunteers. Ms. Erb, Chief of Operations (GACAS), stated that there were 119 calls for service in April, 36 were for Douglass Township. Mr. Groff (Bally Ambulance) stated that 124 calls for service in April, 5 were in Douglass. No questions were given on the EMS reports.

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.

#### **Public Works Report – Roadmaster Michael Heydt**

Mr. Heydt reported that the roadcrew installed pipe on Middle Creek Road, cleaned out ditches, help mulch the office grounds, cleaned up debris from the storm and flooding, painted the garage doors, cleaned debris in park, maintenance the roadside mowers. Mr. Heydt announced that the new Leeboy Paver is outside, this is the first new paver the Township ever owned now we don't have to rent equipment & operators for paving. This piece of equipment was purchased with a Local Shares Grant. Mr. Stouch said Mr. Heydt also attended PSATS courses for bridges & funding, also purchasing vehicles.

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 May 16<sup>th</sup>, 2025 amount to \$829,625.43. This amount includes the fire tax payment of \$196,484.32 to GF&R, and the new Leeboy Paver for \$281,383.10 (to be reimbursed by the LSA Grant that the Township received).

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of May 16<sup>th</sup>, 2025 in the amount of \$829,625.43. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Budget Amendment #1 – 2025 Budget Adjustment #1 to add additional \$5,000 to Highway Overtime Wages, add \$600 for Highway Department Training. Liquid Fuels – removing \$18,000 for sale of Truck #6 and asset will

remain with Highway Department, adjustment was made for Liquid Fuels Income with an additional \$3,275.73 being received from the State. Additional \$30,600 was moved into snow & ice removal for additional salt purchases, and moved \$167,051 from Highway Construction & Rebuild to Maintenance & Repairs (Roads & Bridges). The Treasurer is now opening a Capital Reserve Fund for the County Line Road Bridge project to track all expenses. (See Attached Budget Amendment #1)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve 2025 Budget Amendment #1 as presented to the Board of Supervisors. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

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

a. Schedule of Meetings:

1. Monday June 9<sup>th</sup>, 2025 ESB Meeting @ 6pm
2. Thursday June 12<sup>th</sup>, 2025 Planning Agency Meeting @ 7pm, Zoning Ordinance Open House @ 6pm to discuss overview.
3. Monday June 16<sup>th</sup>, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm

b. Douglass Township Trout Rodeo Update – Mr. Duncan said the Annual Trout Rodeo was held on May 10<sup>th</sup>. There were 68 kids attending the event that ended at noon and the Veterans were fishing in the afternoon. Mr. Duncan thanked Mr. Mashintonio, Judy Wills, Gabelsville Athletic Assoc, and Friendship Hook & Ladder for all their help. He also thanked Brant & Assoc for a contribution toward the purchase of the fish. Judy Wills said she had a list of 45 people to thank including the Township. Everyone had a great time and for some of these Veterans this is the only time they are able to enjoy an outdoor event filled with fishing, friendship, and fun.

c. County Line Road Bridge Update – Mr. Stouch stated that we recently observed trucks going over the bridge, most exceeded the weight limit posted on the bridge and it was recommended to shut it down. This was originally started in 2015 but halted with concerns of contamination from Cabot. We are preparing to place the bridge replacement out for bid. Mr. Duncan said there was a staff meeting with all parties involved for funding, planning, and to discuss if potential contamination is needed to be removed from soil. Easements on all four sides of the bridge are being secured. We have applied for a grant, this is to be considered in November. We expect this to be a 90-day demolition and construction for a 3-piece prefabbed bridge replacement. Mr. Doucette asked if there will be a weight limit or traffic restriction on the new bridge, Mr. Duncan said this would be an unlimited weight restriction or traffic restriction.

d. Zoning Ordinance Update – Mr. Duncan said that there will be an Open House on Thursday June 12<sup>th</sup> @ 6pm prior to the Planning Agency Meeting to present an overview of the Zoning Ordinance Updates. A resident asked what the timeframe would be to pass the zoning ordinance updates. Mr. Duncan said, when the updates are reviewed and agreed upon the Planning Agency will refer the draft to the Board of Supervisors who will authorize the Solicitor to hold a public hearing. We are looking at July/August timeframe and then it will go into effect 30 days after approval which would be September.

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**

- a. Waste Management cost of living increase proposal – Mr. Stouch commented that the Township is in negotiations with Waste Management on the amount of the proposed increase.

**Public Comment**

No public comment was given.

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A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 8:15pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday June 16<sup>th</sup>, 2025 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler