



Douglas Township, Montgomery County

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AGENDA – June 16th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of May 19th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for June 16th, 2025 – additions, corrections, motion for approval.
5. Solicitor's Report – Wendy McKenna, Esq.
 - a. Bridge Easements – Consideration to Execute Construction & Access Easements for County Line Road Bridge Project
6. Engineer's Report – Greg Kerr
 - a. MS-4 Update (Year 7)
7. Police Department Report – Asst. Manager David Thompson
 - a. Monthly Report
 - b. Tow Policy Update
 - c. Taser Policy Update – Add Taser 7 to policy
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
 - b. Consideration to hire one full time public works employee

10. Treasurers Report – Asst. Manager David Thompson
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Consideration to authorize the payment of bills due before the next meeting for the month of June
11. Manager's Report – Asst. Manager David Thompson
 - a. Schedule of Meetings
 1. Thursday July 10th, 2025 Planning Agency Mtg
 2. Monday July 21st, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 - b. Consideration to submit final application for USDA Loan
 - c. Grant Award Announcements:
 1. Perkiomen Watershed Conservancy - \$5,000 grant to complete plantings & stabilization of new retention basin in Douglass Park.
 2. 2025 Trees for Watersheds Grant Program (\$2,374 Douglass Park) – Trail trees & basin stabilization project.
 - d. Digital Summer Newsletter to be released
 - e. Zoning Ordinance Update – Planning Agency recommending final draft of Zoning Ordinance to BOS for review and approval.
12. Old Business / New Business
 - a. Waste Management cost of living increase proposal
 - b. Zoning Enforcement
13. Public Comment
14. Adjournment

NEXT MEETING MONDAY JULY 21st, 2025 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:05P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Assistant Manager David Thompson, Greg Kerr of Pennoni & Associates, Mike Heydt, and approximately 8 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 – 7:00pm this evening involving personnel matters and litigation matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the May 19th, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the minutes of the May 19th, 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 June 16th, 2025 Board of Supervisors Agenda, Mr. Stouch added 12b Zoning Enforcement under Old Business/New Business to the June 16th, 2025 Board of Supervisors Agenda.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to add 12b Zoning Enforcement under Old Business/New Business to the June 16th, 2025 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the June 16th, 2025 Agenda with the addition of 12b Zoning Enforcement. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor's Report – Wendy McKenna, Esq.

Bridge Easements – Consideration to Execute Construction & Access Easements for County Line Road Bridge Project. Ms. McKenna informed the Board that the easements have been signed for the County Line Road Bridge construction.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to authorize the Chairman to Execute Construction & Access Easements for the County Line Road Bridge Project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch mentioned that in November we should find out if we will receive a grant award to cover the cost of the bridge replacement, then we will place the project out for bid. If all goes accordingly, the bridge is expected to reopen next year.

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 – Greg Kerr

MS-4 Update (Year 7) – Mr. Kerr stated that the Township's MS4 permit became effective on March 16, 2018. Year 7 of the permit ends on June 30, 2025. The DEP has administratively extended the MS4 General Permit until March 15, 2026, with annual progress report due September 30, 2026. A Pollution Reduction Plan (PRP) is required as part of the new permit. The PRP requires a 10% reduction in sediment in Green Lane Reservoir and Swamp Creek. Alternate PRP projects were submitted to PA DEP for review and approval. Pennoni will continue coordinating with Township staff and PA DEP on alternate PRP project sites for MS4 PRP compliance. Township completed stormwater improvements at Douglass Park to reduce flooding potential downstream of the park. Six (6) Minimum Control measures are required to be met for compliance with the MS4 permit:

- Public Education & Outreach
- Public Involvement & participation
- Illicit Discharge Detection & Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Pollution Prevention/Municipal Good Housekeeping

Stormwater information is available on the Township's website. The Township has also partnered with the Perkiomen Watershed Conservancy for educational materials and outreach opportunities. All stormwater outfalls in the Township required to be screened once before the permit expiration in 2026 has been completed and submitted in the Year 5 annual report to PA DEP. Township BMP inspections will need to be completed in accordance with the BMP inspection schedules (once every 3 years). DEP has issued a draft of the new MS4 permit requirements. It is anticipated that the new permit cycle will start on October 1, 2026 and end on September 30, 2031. Under the new permit, a PRP will no longer be required, however, the Township must complete its PRP obligations under the current MS4 permit. In addition, a Volume Management Plan (VMP) based on a Volume Management Objective (VMO), which is determined by DEP's Maximum Extent Practicable (MEP) calculator, will be required to be submitted to DEP by September 20, 2028 and subject to DEP approval. The VMP must be completed by September 30, 2031, unless otherwise authorized by DEP.

Assistant Manager Thompson stated that these are unfunded mandates placing the financial burden on the Township and he feels that we shouldn't bend over backwards for some certain mandates.

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 – Asst. Manager David Thompson

May 2025 Police Statistics: 714 calls for service, 13 reportable accidents, 12 non-reportable accidents, 11 criminal investigations, 32 investigation supplement, 4 search warrants, 3 criminal arrests, 61 traffic citations, and 3 non-traffic citations. In May, Officer Sedgwick completed a three-day training course for the fundamentals of Police Interview and Interrogation. May 29th, 2025, our department held a meeting and completed training and certifications for OC Spray, Baton, and Taser x26/Taser7. On June 6th, 2025 our department held the grant funded DUI Checkpoint. Thank you to the Gilbertsville Fire and Rescue for attending along with our participating police agencies that assisted with this event. Board of Supervisors were presented with amended Tow Policy and Use of Force Policy (added Taser7) for review and approval. Police Department respectfully request approval of both policies.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the amended Tow Policy. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Use of Force Policy (Taser Policy Update). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Deputy Eric Bauer stated that for the month of May GF&R had 29 calls for service with 23 calls in Douglass Township, in service time was 65 hours and 27 minutes. Busiest time of day was 5pm–6pm. The average time from dispatch to first arriving unit is 4 minutes, 35 seconds. Average personnel per call is 9.9 volunteers. Ms. Carpenter asked if there were any trends, Deputy Bauer replied that there was an up rise in accidents but nothing major. Mr. Landis (GACAS), stated that there were 129 calls for service in May, 39 were for Douglass

Township. Mr. Landis praised the responding officers at one of the calls saying that they calmed down the situation at hand making a big difference in care. Mr. Reitnauer (Bally Ambulance) stated that 116 calls for service in May, 8 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 performed roadside mowing, fixed dirt roads twice due to the heavy storms, and cleaned debris from roadways and ditches caused by storms.

Consideration to hire one full time public works employee – Mr. Heydt apologized to the Board because the potential hire unfortunately took another job. Mr. Heydt asked the Board for consideration to re-advertise the public works position.

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

Treasurer's Report – Assistant Manager David Thompson

The unpaid bills as of June 13th, 2025 amount to \$228,436.54, Mr. Thompson asked for authorization to pay the bills.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of June 13th, 2025 in the amount of \$228,436.54. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to authorize the payment of bills due before the next meeting for the month of June – this is to take care of any bills arriving later than normal.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the payment of bills due in June 2025. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Manager's Report – Assistant Manager David Thompson

a. Schedule of Meetings:

1. Thursday July 10th, 2025 Planning Agency Meeting @ 7pm, No July Workshop
2. Monday July 21st, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm

b. Consideration to submit final application for USDA Loan – consideration to submit final application for USDA Loan.

A motion was made by Mr. Stouch, seconded Ms. Carpenter to approve the submission of the final application for the USDA Loan. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

c. Grant Award Announcements:

1. Perkiomen Watershed Conservancy - \$5,000 grant to complete plantings & stabilization of new retention basin in Douglass Park.
2. 2025 Trees for Watersheds Grant Program (\$2,374 Douglass Park) – Trail trees & basin stabilization project.

- d. Digital Summer Newsletter to be released – Mr. Duncan & Mr. Thompson have been working on the newsletter for the Township to be posted on the website later this month.
- e. Zoning Ordinance Update – Planning Agency recommended final draft of Zoning Ordinance to the BOS for review and approval. Mr. Stouch commented that this will be reviewed for July meeting.

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

- a. Waste Management cost of living increase proposal – Mr. Stouch commented that the cost of increase would only be for the extended one year of service and amounts to an increase in cost of approximately \$13.56 for the year beginning January 1st, 2026.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Waste Management cost of living increase proposal for the extended year of service amounting to approximately \$13.56 beginning January 1st, 2026.

- b. Zoning Enforcement (128 Swamp Creek Road) – there have been many zoning violations with this property including living there in an RV. The resident was to relocate the RV, now has returned with a different RV. Mr. Stouch asked the Solicitor to write up a 30-day violation notice to correct the issue, if not then file legal zoning enforcement action.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Solicitor to file legal zoning enforcement action. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:42pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday July 21st, 2025 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler