



Douglas Township, Montgomery County

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AGENDA – July 21st, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of June 16th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for July 21st, 2025 – additions, corrections, motion for approval.
5. Solicitor's Report – Wendy McKenna, Esq.
 - a. Employee Handbook Adoption consideration – Resolution #07212025-01
 - b. Consideration to proceed with advertisement for public hearing to adopt zoning ordinance
6. Engineer's Report – Greg Kerr
 - a. Stafy I Maintenance Period Complete (18-month)
 - b. Stafy II Maintenance Period Complete (18-month)
7. Police Department Report – Chief Robert Evans
 - a. Monthly Report
 - b. Officer Mark Delaney – Consideration to remove Officer from one-year probation period to full time Officer.
 - c. Consideration to advertise for one full time police officer
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 – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
11. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings
 1. Thursday August 14th, 2025 Planning Agency Mtg @ 7pm, No Workshop
 2. Monday August 18th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 - b. Consideration to approve Waste Management Contract Amendment to include one year extension and C.O.L.A. increase
 - c. County Line Road Bridge Update
 - d. Administration Building Renovation/Replacement Project Update
 - e. Oak Street/Aspen Lane – Letter from DEP
12. Old Business / New Business
13. Public Comment
14. Adjournment

NEXT MEETING MONDAY AUGUST 18TH, 2025 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:15P.M. Attending were Chairman Josh Stouch, Vice-Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Assistant Manager David Thompson, Treasurer Cynthia O'Donnell, Greg Kerr of Pennoni & Associates, Mike Heydt, and approximately 15 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 5:30pm – 6:45pm this evening involving personnel matters, litigation matters, and 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 June 16th, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the minutes of the June 16th, 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 July 21st, 2025 Board of Supervisors Agenda, none were given.

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

Solicitor's Report – Wendy McKenna, Esq.

Employee Handbook Adoption consideration (Resolution #07212025-01) – Ms. McKenna stated that this is an updated version of the employee handbook and is ready for adoption by the Board. Ms. McKenna stated that this is repealing the prior employee handbook. Mr. Duncan stated that he will make copies of the new handbook after adoption. Mr. Skok questioned why you wouldn't make copies before it is adopted, Mr. Duncan replied that it is to make sure it is correct before going to print. He also questioned why the public has no input on the employee handbook, Mr. Stouch said the handbook coincides with PA labor laws, Holidays, paid time off. Mr. Skok asked if he could have a copy of the prior handbook.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution #07212025-01 for the Employee Handbook. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Consideration to proceed with advertisement for public hearing to adopt the updated zoning ordinance – Mr. Duncan stated that the Planning Agency has worked very hard in updating the zoning ordinance and held an open house at their meeting on June 12th, 2025 to explain the zoning changes. The Planning Agency has recommended the 300-page document for approval to the Board of Supervisors. Mr. Stouch added that a lot of work was put into this by the Planning Agency and Staff. Ms. McKenna asked for authorization to advertise a public hearing for the updated zoning ordinance once the Montgomery County Planning Agency completes their review of the document.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Solicitor to advertise a public hearing for the updated zoning ordinance. 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

Stafy I Maintenance Period Complete (18-month) – Mr. Kerr commented that the 18-month maintenance bond began on 12/23/23 and ended last month, there are no pending issues and he recommended the expiration of the maintenance bond for the Stafy I Development.

Stafy II Maintenance Period Complete (18-month) – Mr. Kerr commented that the 18-month maintenance bond also began on 12/23/23 and ended last month, there are no pending issues and he also recommended the expiration of the maintenance bond for the Stafy II Development.

Ms. McKenna stated that no action is needed from the Board.

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

Police Department Report – Chief Robert Evans

June 2025 Police Statistics: 609 calls for service, 8 reportable accidents, 9 non-reportable accidents, 13 criminal investigations, 28 investigation supplements, 2 search warrants, 2 criminal arrests, 48 traffic citations, and 8 non-traffic citations.

Officer Delaney completed his one year of service with our department on July 8th, 2025. Requesting that the Board of Supervisors authorize his removal of probationary status with our department.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser authorizing the removal of Officer Mark Delaney from probationary status to be a full time Officer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Chief Evans stated that the Board of Supervisors were presented with a letter from myself regarding the current staffing concerns and supervisory roles for their review. I am requesting that the current budgeted part-time position be removed and authorization be given to seek a full-time officer. Ms. O'Donnell stated this would not affect the 2025 budget.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to authorize Chief Evans to advertise for one full-time police officer instead of a part-time officer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Officer Perretta attended Traffic Stops Barriers and Distracted Driving Enforcement training. In August, he will be attending Vehicle Size & Weight Enforcement Training as part of his MCSAP (Motor Carrier Safety Assistance Program). Stationary Plate Reader is now functional in our Township. In approximately an 18-hour time period after activation, it read about 18,000 plates and generated almost 600 alerts. Mr. Skok asked if the police department was ever contacted about ICE activity, Chief Evans stated no we have not been contacted and we are directed not to get involved in ICE activity by the District Attorneys office.

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

Chief Duncan stated that for the month of June GF&R had 27 calls for service with 18 calls in Douglass Township, in service time was 65 hours and 56 minutes. The busiest time of day was 11am-12pm. The average time from dispatch to the first arriving unit is 5 minutes, 51 seconds. Average personnel per call is 8 volunteers. GF&R will be hosting a Comedy Show on 9/27/25, tickets are \$40 including Mission BBQ, this event is also BYOB. Ms. Erb (GACAS) stated that there were 111 calls for service in June, 42 were for Douglass Township. GACAS will be meeting with New Hanover concerning funding, Mr. Stouch recommended GACAS to set up a meeting with Upper Pottsgrove. Mr. Reitnauer (Bally Ambulance) stated that there were 132 calls for service, 2 were in Douglass. No questions were given on the EMS reports. Copies of reports are available in the lobby.

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 storm cleanup, removed tree debris, repaired dirt roads, installed pipe on Miller Road, Specht Road, and Green Hill Road. Repaired three inlets, extended pipe on Middle Creek Road & Pinehurst Way, trimmed at the Rt100/Rt73 ramps, and installed new cubicles in the police department.

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 – Cynthia O'Donnell

The unpaid bills as of July 21st, 2025 amount to \$417,067.46, Ms. O'Donnell asked for authorization to pay the bills which included the budgeted contributions to non-profits for 2025. We received grant reimbursements for the paver in the amount of \$278,558, Tennis/Pickleball Project in the amount of \$80,880, Recycling 902 grant for an excavator in the amount of \$161,420, and Recycling 904 Grant in the amount of \$24,452. The PMRS excess interest exceeded the assumed amount of interest – Uniform Employees \$171,385 and Non-Uniform Employees \$62,356. Mr. Skok asked if grants are going to be cut back, Ms. O'Donnell stated that we do not budget for grants until they are awarded.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of July 21st, 2025 in the amount of \$417,067.46. 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 – Manager Andrew Duncan

a. Schedule of Meetings:

1. Thursday August 14th, 2025 Planning Agency Meeting @ 7pm, No Workshop
2. Monday August 18th, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm

b. Consideration to approve Waste Management Contract Amendment to include one-year extension and C.O.L.A. increase – Mr. Duncan asked for approval of the Waste Management cost of living increase for 2026 only.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Waste Management cost of living increase for the one-year extension for 2026 only. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

c. County Line Road Bridge Update – Mr. Duncan stated that we already have 80% of the construction cost covered and have applied for the DCED Multi Modal Grant in the amount of \$200,000. All easements have been received, permitting has been received. We are meeting with the utilities on Wednesday at the bridge. We expect to put the bridge out for bid November/December with completion approximately October 2026.

d. Administration Building Renovation/Replacement Project Update – Mr. Duncan stated that the USDA final loan application has been submitted. Ms. O'Donnell spent a lot of time preparing paperwork and submitting this application for consideration. Authorization is needed to have Alloy5 finalize the bidding documents and put the renovation project out to bid to see where the numbers land for feasibility. Two alternative bidding avenues are TIPS and Sourcewell, information has been forwarded to the Solicitor & Engineer.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize staff to place the administration building renovation documents out for bid according to USDA requirements. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

e. Oak Street/Aspen Lane (Letter from DEP) – DEP received an anonymous complaint about the concrete ditch in the Colonial Manor Development. The roadcrew has been checking this area after every storm

and has since cleaned out the concrete area. DEP is requesting that the Township Engineer evaluate the grass swale area to ensure that it is draining properly or if it should be regraded.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to, at the request of DEP, authorize the Township Engineer and staff to evaluate the grass swale area located at Oak Street/Aspen Lane for proper drainage or to regrade the area according to criteria in the letter from DEP. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Nothing was given.

Public Comment

Mr. Renninger complained about his neighbor's fence, he said the unfinished side is facing him and the finished side is supposed to be facing outward. He also said the neighbor's shed is not five feet from any structure according to zoning, he has flood lights that shine in his house and cameras pointing at his house both lights & cameras should be lowered. He contacted the office and was told that the wind blew the fence down and a claim was sent to the insurance company allowing the fence to be replaced the same way it was installed. Mr. Stouch said staff would look into the issue.

Mr. Stouch wanted to bring this issue up during Old Business/New Business, the police pension plan is currently being administered to enroll an officer into the pension plan after completion of their 1-year probation period. The police department & the Board of Supervisors have discussed amending the current police pension plan to enroll an officer on their date of hire. The PMRS Ordinance must be changed and we will request a new agreement from PMRS. Chairman Stouch requests that this be placed on the next BOS Agenda.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 8:33pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday August 18th, 2025 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler