



Douglass Township, Montgomery County

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AGENDA – August 18th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of July 21st, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for August 18th, 2025 – additions, corrections, motion for approval.
5. The Honorable District Justice, Maurice Saylor, Swearing-In of new officer: Veronica Maryanski
6. Solicitor's Report – Wendy McKenna, Esq.
 - a. Police Pension (Amendment to Uniform Pension Plan & updated agreement with PMRS) - Consideration to amend police pension plan and authorize Solicitor to draft and advertise for ordinance.
7. Engineer's Report – Khal Hassan
 - a. Zern Tract Phase I, Release #25 (\$6,092.82)
 - b. Zern Tract Phase II, Release #17 (\$206,902.77)
 - c. 135 Hoffmansville Rd Minor Subdivision - Revision
8. Police Department Report – Chief Robert Evans
 - a. Monthly Report
 - b. Consideration to approve new PD patches
 - c. Announcement of Corporal Testing for (2) positions in 2026
9. 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

10. Public Works Report – Roadmaster Michael Heydt
 - a. Monthly Report
 - b. Consideration to hire one full-time public works employee
11. Treasurers Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. 2025 Budgets Amendments
 - c. 2026 Budget Calendar
12. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings
 1. Thursday September 11th, 2025 Planning Agency Mtg @ 7pm, Workshop @ 6pm
 2. Monday September 15th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 - b. County Line Road Bridge Update
 - c. Administration Building Renovation/Replacement Project Update
 - d. Consideration to adopt Parks & Recreation Policy
 - e. Consider Sump Pump Ordinance
13. Old Business / New Business
14. Public Comment
15. Adjournment

NEXT MEETING MONDAY SEPTEMBER 15TH, 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, Manager Andrew Duncan, Assistant Manager David Thompson, Treasurer Cynthia O'Donnell, Khal Hassan of Pennoni & Associates, Mike Heydt, and approximately 20 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 – 6:45pm 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 July 21st, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the July 21st, 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 August 18th, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the August 18th, 2025 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Honorable Maurice Saylor, District Justice, Swearing-In of new officer (Veronica Maryanski) – Judge Saylor performed the Oath of Office for Ms. Maryanski as her brother assisted in holding the bible as the oath was administered.

Chief Evans congratulated Officer Maryanski and welcomed her to the Douglass Township police force.

Police Department Report – Chief Robert Evans

July 2025 Police Statistics: 883 calls for service, 2 reportable accidents, 11 non-reportable accidents, 9 criminal investigations, 52 investigation supplements, 4 search warrants, 7 criminal arrests, 33 traffic citations, and 9 non-traffic citations.

Consideration to approve new PD patches – Chief Evans presented the newly designed police patch, there is a private donor so there is no cost to the Township and he requested consideration from the Board of Supervisors to approve the patch for police uniforms.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the new PD uniform patches at no cost to the Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Announcement of Corporal Testing for (2) positions in 2026 – Chief Evans said, due to expected police retirements in the next few years of both supervisory positions within the department, I am requesting consideration from the Board to begin the process of two promotions to Corporal positions.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Chief Evans to begin the process for Corporal Testing for (2) promotions to Corporal positions. 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.

Solicitor's Report – Wendy McKenna, Esq.

Police Pension (Amendment to Uniform Pension Plan & updated agreement with PMRS) – Consideration to amend police pension plan and authorize Solicitor to draft an ordinance and advertise for a public hearing. Ms. McKenna asked the Board for authorization to prepare the draft ordinance and advertise public hearing for the September meeting.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to authorize the Solicitor to prepare the draft ordinance and advertise a public hearing in September for the amendment to the Uniform Pension Plan & updated agreement with PMRS. 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 – Khal Hassan

Zern Tract Phase I, Release #25 (\$6,092.82) – Pennoni Engineering recommended escrow release #25 for Zern Tract, Phase I in the amount of \$6,092.82. The amount remaining in escrow is \$195,385.81.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Zern Tract, Phase I Escrow Release #25 in the amount of \$6,092.82 as recommended by the Township Engineer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase II, Release #17 (\$206,902.77) – Pennoni Engineering recommended escrow release #17 for Zern Tract, Phase II in the amount of \$206,902.77. The amount remaining in escrow is \$821,717.84.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve Zern Tract, Phase II Escrow Release #17 in the amount of \$206,902.77 as recommended by the Township Engineer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

135 Hoffmansville Road Minor Subdivision (Revision) – the proposed revised subdivision will consist of 2.2424 gross acres (2.0014) net acres for Lot 1 comprising of the existing triplex dwelling unit building, barn, and other existing site improvements. Lot 2 is a proposed new lot consisting of 7.0606 gross acres (5.895 net acres) and will be comprised of the existing open field. No improvements to this lot are proposed as part of this application. The applicant has revised their access for proposed Lot 2 from utilizing the existing 50' wide access easement off of Little Road to a new 50' wide access drive off of Hoffmansville Road adjacent to the intersection with Sassmansville Road and is shown on the plan to be within the existing driveway access to 135 Hoffmansville Road (Lot 1). The Planning Agency recommended approval of Preliminary/Final Minor Subdivision Plan to the Board of Supervisors on August 11th, 2025, on condition that the applicant addresses the comments referenced in the Pennoni review letter dated August 8th, 2025.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Solicitor to prepare a resolution and Preliminary/Final Subdivision documents for 135 Hoffmansville Road Minor Subdivision. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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.

Emergency Services Report

Chief Duncan stated that for the month of July GF&R had 23 calls for service with 17 calls in Douglass Township, in service time was 42 hours and 56 minutes. The busiest time of day was 5pm-6pm. The average time from dispatch to the first arriving unit is 4 minutes, 27 seconds. Average personnel per call is 7.4 volunteers. GF&R will be hosting a Comedy Show on 9/27/25, tickets are \$40 including Mission BBQ, this event is also

BYOB. Mr. Landis (GACAS) stated that there were 130 calls for service in July, 51 were for Douglass Township. The new ambulance will be in service in 2-3 weeks, 332-2 is getting the transmission replaced. Mr. Groff (Bally Ambulance) stated that there were 109 calls for service, 5 were in Douglass. Mr. Groff thanked Douglass Township for their support. 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 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 performed roadside mowing in the north end of the Township, repaired 3 inlets (Aspen, Thrush, Eisenhower), replaced two pipes on Himmelwright & 1 pipe on Green Hill, cleaned road edges for paving on Smith – Middle Creek, cut ditches on Weller Road, repaired dirt roads & potholes, and installed pipe on Hemlock & Grosser Road. Mr. Heydt said they will be cleaning debris from the Ashley Circle cul-de-sac in September/October, and we are waiting for a soil sample test. The Ashley Circle cul-de-sac will be on the 2026 paving list as a liquid fuels project. AMS will then come out to fog seal the cul-de-sac.

Consideration to hire one full-time public works employee – Mr. Duncan asked for the Boards approval to hire Jonathon McClean as a full-time public works employee @ \$23 per hour.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to hire Jonathon McClean as a full-time public works employee @ \$23 per hour. 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 – Cynthia O'Donnell

The unpaid bills as of August 18th, 2025 amount to \$222,424.59 including the volunteer firefighters tax reimbursements, Ms. O'Donnell 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 August 18th, 2025 in the amount of \$222,424.59. Bergstresser-Abstain, Stouch-Aye, Carpenter-Aye. Motion passed. Mr. Bergstresser abstained because he is receiving a volunteer firefighter tax reimbursement.

2025 Budget Amendments – Ms. O'Donnell asked for approval of the 2025 Budget Amendment #2 to the General Fund, Open Space Fund, and Recycling Fund as presented.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the 2025 Budget Amendment #2 to the General Fund, Open Space, and Recycling Fund as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2026 Budget Calendar – Ms. O'Donnell asked for approval of the 2026 Budget Meeting Calendar.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the 2026 Budget Meeting Calendar with the November Meeting to be held at the Fire Company because of the Election taking place at the Township Administration Building. 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. Thursday September 11th, 2025 Planning Agency Meeting @ 7pm, Workshop @ 6pm Revitalization
2. Monday September 15th, 2025 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm

b. County Line Road Bridge Update – Mr. Duncan said there was a utility meeting on site, a UGI relocation is needed. PennDot needs to sign off on the final plan. Hopefully by November/December bid package can be put out for bid.

c. Administration Building Renovation/Replacement Project Update – Final application for the USDA Loan was submitted last month.

d. Consideration to adopt Parks & Recreation Policy – we had some issues with an outside organization holding a softball tournament & community event at Douglass Park without the Township's permission or knowledge, so this is a policy to prevent unauthorized use of our parks and open space areas.

Request for approval of Resolution #08182025-01 Parks & Recreation Policy.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution #08182025-01 Parks & Recreation Policy. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

e. Consider Sump Pump Ordinance – there has been an overwhelming number of complaints about sump pumps, water runoff, & drainage issues even now when it has been dry. This is for the Board's review.

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. Landis (GACAS) thanked Douglass Township for their support.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:48pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday September 15th, 2025 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler