



# Douglas Township, Montgomery County

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## AGENDA – September 15<sup>th</sup>, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of August 18<sup>th</sup>, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for September 15<sup>th</sup>, 2025 – additions, corrections, motion for approval.
5. Solicitor's Report – Wendy McKenna, Esq.
  - a. Public Hearing (Zoning Ordinance) Ordinance 2025-01
  - b. Public Hearing – Police Pension Plan Ordinance 2025-02
  - c. 135 Hoffmansville Rd Subdivision Plan – Resolution No. 09152025-01
6. Engineer's Report – Greg Kerr
7. Assistant Manager Report – David Thompson
  - a. Zoning Hearing Board – 119 Pinehurst Way, aboveground pool – lot coverage
8. Police Department Report – Chief Robert Evans
  - a. Monthly Report
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 a full-time public works employee (Eric Bauer)

11. Treasurers Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Budget Amendments
  - c. MMO Pension
12. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Monday September 22, 2025 Zoning Hearing @ 5:30pm, 119 Pinehurst Way
    2. Monday October 6<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
    3. Thursday October 9<sup>th</sup>, 2025 P/A Meeting @ 7pm, Workshop @ 6:30pm
    4. Monday October 13<sup>th</sup>, 2025 ESB Meeting
    5. Monday October 20<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
  - b. County Line Road Bridge Update
  - c. Consideration to adopt RCAP Resolution No. 09152025-2
13. Old Business / New Business
  - a. Consideration of Sump Pump Ordinance
14. Public Comment
15. Adjournment

**NEXT MEETING MONDAY OCTOBER 6<sup>TH</sup>, 2025 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00P.M. Attending were Chairman Josh Stouch, Supervisor Don Bergstresser, Solicitor Wendy McKenna, Manager Andrew Duncan, Assistant Manager David Thompson, Rep. Donna Scheuren, Treasurer Cynthia O'Donnell, Greg Kerr of Pennoni & Associates, Mike Heydt, and approximately 22 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 – 6:50pm 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 August 18<sup>th</sup>, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the minutes of the August 18<sup>th</sup>, 2025 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the September 15<sup>th</sup>, 2025 Board of Supervisors Agenda. Mr. Stouch added 12c. under the Manager's Report for RCAP Funding Resolution No. 09152025-2 to the agenda.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to add 12c. under the Manager's Report for RCAP Funding Resolution No. 09152025-2 to the September 15<sup>th</sup>, 2025 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the September 15<sup>th</sup>, 2025 Board of Supervisors Agenda with the addition of 12c. under the Manager's Report. Bergstresser-Aye, Stouch-Aye. Motion passed.

Ms. McKenna closed the public meeting at 7:03pm

**Solicitor's Report – Wendy McKenna, Esq.**

*Opened at 7:03pm - Public Hearing (Zoning Ordinance) Ordinance 2025-01-* Ms. McKenna stated that this is an ordinance repealing Chapter 265 of Zoning Ordinance 82-4 and reenacting Chapter 265 Zoning of Township of Douglass Code of Ordinances, to be cited as the Douglas Township Zoning Ordinance of 2025, and amending the Zoning Map of the Township to rezone certain properties from Village Center Commercial District to Limited Commercial District, and two parcels of Convenience Commercial District to R-2 with the Active Adult Community Overlay and M-1 with the Route 100 Corridor Master Plan overlay District. Mr. Duncan stated that the planning agency & staff worked 18 months on updating this ordinance. Exhibits: T1 P/A Meeting Minutes, T2 BOS Minutes, T3 Legal Notice, T4 Montco Plan Review Letter, T5 PMRPC Review Letter, T6 Proof of Publication, T7 email copy to Law Library, T8 Affidavit of Posting Properties, T9 Affidavit of Mailings, and T10 Ordinance 2025-01. The open house for public overview was July. Ordinance was modernized to meet today's standards, new uses were added. Residential design standards were added, limited commercial was extended, village commercial district was eliminated, uses and maximum coverages were added to the Industrial District and design standards were added in the overlay. The public comment period was opened at 7:15pm. Mr. Yorgey asked how does this affect his property located now in the limited commercial? Mr. Duncan replied that it is just a name change. Mr. Hunter said don't you need 3 supervisors at this meeting to approve the ordinance. Ms. McKenna explained that Ms. Carpenter is a member of the planning agency and has recommended it for approval, she is not required to be present. The public hearing was closed at 7:18pm

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve Ordinance 2025-01 for updated Zoning Ordinance & amended Map. Bergstresser-Aye, Stouch-Aye. Motion passed. Ms. McKenna stated that this ordinance would be effective 5 days after approved however someone can challenge the decision.

*Opened hearing at 7:21pm - Public Hearing – Police Pension Plan Ordinance 2025-02* – an ordinance electing to amend chapter 44, Municipal pension Plan for Uniformed Employees administered by PMRS to bring eligibility for police pension into conformity and agreeing to be bound by all the requirements and provisions of the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act. Exhibits: B1 BOS August Meeting Minutes, B2 Legal Notice, B3 emailed copy to Law Library, B4 Proof of Publication, B5 Ordinance. Opened public hearing/ comment period at 7:25pm. No public comment given. Closed public hearing at 7:25pm.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Ordinance 2025-02 for the Police Pension Plan. Bergstresser-Aye, Stouch-Aye. Motion passed.

*135 Hoffmansville Road Subdivision Plan – Resolution No. 09152025-01* – Preliminary/Final Minor Subdivision Plan, 9.3 acres making 2 lots recommended by Planning Agency & Engineering. Board of Supervisors authorized the Solicitor to prepare Preliminary/Final Minor Subdivision Plan Resolution No. 09152025-01.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution No. 09152025-01 Preliminary/Final Minor Subdivision Plan Resolution for 135 Hoffmansville Road Subdivision. Bergstresser-Aye, Stouch-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. Motion passed.

Representative Donna Schueren was present and stated that the Douglass Township Police Department has received the County's first EV Blazer which is now fully operational. Rep. Schueren said that Chief Evans gave her a tour of the Blazer and updates on the police department. She also stated that EMS rose to the top with the fleet and staffing to make sure the community has everything they need. Mr. Duncan said the LSA has been very good to the Township with equipment purchases and he appreciates Rep. Schueren for helping Douglass Township with all our needs. Mr. Yorgey said he gets laid off and your office helps me out a lot, thank you for that. Rep. Scheuren said some people who get seasonal lay offs wait 10 to 14 weeks for unemployment checks so please don't wait to ask our office for help.

#### **Police Department Report – Chief Robert Evans**

August 2025 Police Statistics: 750 calls for service, 7 reportable accidents, 10 non-reportable accidents, 5 criminal investigations, 25 investigation supplements, 5 search warrants, 3 criminal arrests, 97 traffic citations, and 1 non-traffic citations.

Officer Maryanski began her Field Training on August 25<sup>th</sup>, 2025. Our new Chevrolet Blazer EV has been upfitted and placed in service. Officer Perretta received training and certification in Vehicle Size and Weight Enforcement. Officer Delaney completed his training and received his certification for Accident Reconstruction.

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

#### **Engineering Report – Greg Kerr**

No report was given

#### **Assistant Manager Report – David Thompson**

- a. Zoning Hearing Board – 119 Pinehurst Way (aboveground pool – lot coverage). Mr. Thompson said the current owners wish to install an above ground pool and decking however they are already over coverage from what is already existing on the lot. The previous owners removed their above ground pool to build a detached garage; they also expanded the driveway without a permit. Ms. McKenna asked if they would consider amending their zoning application. Mr. Stouch asked if they would consider removing 517sf of the extended driveway to allow for the pool. The planning agency did not recommend the variance

because they just updated the zoning and wanted to stay consistent with the new zoning changes. The owners said they would rather not rip out part of the driveway. Ms. McKenna said they could withdraw the application and submit an amended application or take the chance of getting denied. The owners have decided to write an email to Mr. Thompson to withdraw their application and will submit an amended application. No action was needed by the Board.

### **Emergency Services Report**

Chief Duncan stated that for the month of August GF&R had 13 calls for service with 12 calls in Douglass Township, in service time was 39 hours and 18 minutes. The busiest time of day was 6pm-7pm. The average time from dispatch to the first arriving unit is 4 minutes, 2 seconds. Average personnel per call is 9.4 volunteers. GF&R will be hosting a Comedy Show on 9/27/25, tickets are \$40 including Mission BBQ, this event is also BYOB. Ms. Erb (GACAS) stated that there were 119 calls for service in August, 46 were for Douglass Township. The new ambulance will be in service by end of September, 332-2 is getting the transmission replaced, a part time paramedic was hired. Mr. Duncan commended GACAS for their rapid response involving a cardiac arrest in his neighborhood. Mr. Groff (Bally Ambulance) stated that there were 125 calls for service, 5 were in Douglass. 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. Motion passed.

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

Mr. Heydt reported that the roadcrew prepped Middle Creek Road and Hoffmansville Road for Tar & Chip, paved Smith Road from Congo Road to Detar Road, milled out Smith Road from Rt. 73 to Detar (Sacks & Sons), assisted Washington township with some milling and filling, removed a dangerous tree along Swamp Creek Road, installed warning signs for Tar & Chip road work, and cleaned & greased paving equipment after use.

Consideration to hire one full-time public works employee – Mr. Duncan asked for the Boards approval to hire Eric Bauer as a full time public works employee. This is already a budgeted item.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to hire Eric Bauer as a full-time public works employee @ \$23.50 per hour. Bergstresser-Aye, Stouch-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. Motion passed.

### **Treasurer's Report – Cynthia O'Donnell**

The unpaid bills as of September 15<sup>th</sup>, 2025 amount to \$151,362.06, Ms. O'Donnell asked for authorization to pay the bills.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize payment of the Unpaid Bills as of September 15<sup>th</sup>, 2025 in the amount of \$151,362.06. Bergstresser-Aye, Stouch-Aye. Motion passed.

2025 Budget Amendment #3 – Ms. O'Donnell asked for approval of the 2025 Budget Amendment #3 to the General Fund as presented.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve 2025 Budget Amendment #3 as presented by Ms. O'Donnell. Bergstresser-Aye, Stouch-Aye. Motion passed.

MMO Pension – Ms. O'Donnell stated that she has been working on the Police & Non-Uniform MMO Pension figures. Police MMO amounts to \$429,232.00 and Non-Uniform is \$182,800.00.

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

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

a. Schedule of Meetings:

1. Monday September 22<sup>nd</sup>, 2025 Zoning Hearing @ 5:30pm, 119 Pinehurst Way, building coverage for a pool, and Terralead LLC for a 12 month extension of a granted variance.
2. Monday October 6<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
3. Thursday October 9<sup>th</sup>, 2025 P/A Meeting @ 7pm, Workshop @ 6:30pm (revitalization update & phasing).
4. Monday October 13<sup>th</sup>, 2025 ESB Meeting
5. Monday October 20<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm

- b. County Line Road Bridge Update – Mr. Duncan said Pennoni is reviewing bridge plans because PennDots requirement standards have changed.

Mr. Duncan also informed the Board that the USDA Loan has been approved for the administration building renovation hopefully to go out to bid soon. There is also RCAP Funding available for a 50% match through the Office of the Budget, the application fee is \$500.00. If the Board chooses to apply for the funding, we need approval for the application fee.

- c. RCAP Resolution 09152025-2 – Funding through the Office of the Budget for a 50% match, the application fee is \$500.00.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve Resolution No. 09152025-02 for application fee of \$500.00 for RCAP funding through the Office of the Budget. Bergstresser-Aye, Stouch-Aye. Motion passed.

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

**Old Business/New Business**

- a. Consideration of Sump Pump Ordinance – under staff review

**Public Comment**

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 8:25pm. Bergstresser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday October 6<sup>th</sup>, 2025 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler