



Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297
PHONE 610-367-6062 • FAX 610-367-7124
www.douglasstownship.org

AGENDA – October 6th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of September 15th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for October 6th, 2025 – additions, corrections, motion for approval.
5. Engineering Report – Allison Lee
6. Solicitor Report – Devin Ralph, Esq.
7. Budget Amendment #4 – Cindy O'Donnell
8. Manager's Report – Manager Andrew Duncan
 1. Schedule of Meetings
 - a. Thursday October 9th, 2025 Planning Agency Mtg @ 7pm, Workshop @ 6pm
 - b. Tuesday October 14th, 2025 Emergency Services Board will meet beginning at 6pm
 - c. Monday October 20th, 2025 Board of Supervisors Meeting @ 7pm, Agenda Mtg @ 6:30pm
 2. Consideration to advertise for two seasonal part time leaf collection employees
 3. LSA Resolutions
 - a. Resolution 10062025-01 – Asphalt Roller
 - b. Resolution 10062025-02 – Police Vehicle
 - c. Resolution 10062025-03 – Tandem Axle Dump Truck
9. Old Business/New Business
10. Public Comment
11. Adjournment

NEXT MEETING MONDAY OCTOBER 20TH, 2025 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.M. Attending were Chairman Josh Stouch, Vice Chair Sara Carpenter, Supervisor Don Bergstresser, Solicitor Devin Ralph, Manager Andrew Duncan, Assistant Manager David Thompson, Chief Evans, Treasurer Cynthia O'Donnell, Allison Lee of Pennoni & Associates, Mike Heydt, and approximately 3 residents/developers.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 6pm – 6:45pm this evening involving personnel 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 September 15th, 2025 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the September 15th, 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 October 6th, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the October 6th, 2025 Board of Supervisors Agenda. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee

Ms. Lee stated that the MS4 Year 7 Annual Report was submitted to PADEP electronically on 9/30/2025.

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.

Solicitor's Report – Devin Ralph, Esq.

Ms. Ralph stated she had nothing new to report.

Budget Amendment #4 – Cynthia O'Donnell

Ms. O'Donnell stated that there was a decrease in the police department budget of \$5,831.42, an increase to the roads department of \$23,682.60, an increase to the administration of \$31,200.60. Currently the 2025 budget is at a deficit of \$216,167.27, however there will still be additions to the income this year. Ms. O'Donnell asked for approval of Budget Amendment #4 for the General Fund. Amendments also included County Line Road Bridge, Capital Reserve, and State Aid Fund.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve Budget Amendment #4 for the General Fund as presented by the Treasurer. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager's Report – Manager Andrew Duncan

1. Schedule of Meetings:
 - a. Thursday October 9th, 2025 P/A Meeting @ 7pm, Workshop @ 6pm (revitalization)
 - b. Tuesday October 14th, 2025 ESB Meeting @ 6pm
 - c. Monday October 20th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
2. Consideration to advertise for two (2) seasonal part-time leaf collection employees

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch for authorization to advertise for two seasonal part-time leaf collection employees. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. LSA Resolutions:

- a. Resolution No. 10062025-01 – LSA grant in the amount of \$183,450.00 to be used for the purchase of an Asphalt Roller for public works.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution No. 10062025-01 for the purchase of an Asphalt Roller for the Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Resolution No. 10062025-02 – LSA grant in the amount of \$84,527.35 to be used for the purchase of a Chevy Tahoe police vehicle.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution No. 10062025-02 for the purchase of a Chevy Tahoe police vehicle. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- c. Resolution No. 10062025-03 – LSA grant in the amount of \$274,328.60 for the purchase of a Tandem Axle Dump Truck and upfittings for public works.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution No. 10062025-03 for the purchase of a Tandem Axle Dump Truck and upfittings. 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, Ms. Carpenter. Motion passed.

Old Business/New Business

Chief Evans stated that Officer Maryanski completed Phase 1 of her Field Training. On October 2nd and 3rd, 2025, Police interviews were held for the top 10 applicants for the open full time officer position. October 25th, 2025, Douglass Township Police Department will be participating in the Drug Take Back event. Drop off location will be located at the Police Department. Please drop off any unwanted and/or expired medication between 1000-1400 hours on this date. Mr. Duncan announced that the Upper Pottsgrove Township Building was closed due to mold conditions. Mr. Duncan reached out to Upper Pottsgrove to offer use of the unused space at the Douglass Township Administration Building, on a temporary basis, with no impact on the taxpayers. Mr. Duncan will keep the Board updated.

Public Comment

No public comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 7:13pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday October 20th, 2025 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler