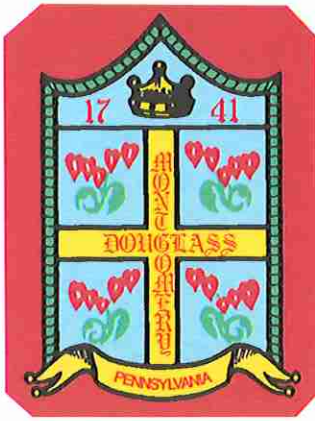




Douglas Township, Montgomery County

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AGENDA – October 20th, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of October 6th, 2025 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for October 20th, 2025 – additions, corrections, motion for approval.
5. St Luke Lutheran Church of Gilbertsville (Minister Bobbie Hoffman & Mr. Dave Girton) – Police Department Donation Presentation
6. Solicitor's Report – Wendy McKenna, Esq.
7. Engineer's Report – Khal Hassan
8. Assistant Manager Report – David Thompson
 - a. 330 Gilbertsville Rd – variance request for shared common driveway
9. Police Department Report – Chief Robert Evans
 - a. Monthly Report
10. 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
11. Public Works Report – Roadmaster Michael Heydt
 - a. Monthly Report
12. Treasurers Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Projected 2026 General Fund Income

13. Manager's Report – Manager Andrew Duncan
 - a. Schedule of Meetings
 1. Monday October 27th, 2025 Zoning Hearing – 330 Gilbertsville Rd, RoHo Construction
 2. Wednesday November 5th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 3. Thursday November 13th, 2025 P/A Meeting @ 7pm, Workshop @ 6:30pm
 4. Monday November 17th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm
 - b. R. P. Wynstone Development – New Hanover Township
 - c. Hire one part time seasonal leaf collection employee – Jozef Jelski
 - d. Consideration to accept Montgomery County Community Planning Assistance 3 Year Contract January 1st, 2026 through December 31st, 2028 in amount of \$51,642.00.
14. Old Business / New Business
 - a. PennDot Bridge Replacement Project – Gilbertsville Road – Notice of Acquisition
15. Public Comment
16. Adjournment

NEXT MEETING WEDNESDAY NOVEMBER 5TH, 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, Manager Andrew Duncan, Assistant Manager David Thompson, Khal Hassan of Pennoni & Associates, Treasurer Cynthia O'Donnell, Roadmaster Mike Heydt, and approximately 16 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 – 6:50pm 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 October 6th, 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 October 6th, 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 20th, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the October 20th, 2025 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

St. Luke Lutheran Church of Gilbertsville (Minister Bobbie Hoffman & Mr. Dave Girton) – Donation presentation to Police Department. Chief Evans presented a Plaque to St. Luke Lutheran Church of Gilbertsville in appreciation for the generous donation to the Douglass Township Police Department for the purchase of an event package consisting of a canopy with the police department logo on it and an event table. Ms. Hoffman said they are so pleased to be part of this community, if there are other ways that we can help please contact us. Mr. Girton announced that St. Luke Lutheran Church has a nice library situated outside of the church. Ms. Hoffman invited the public to attend St. Luke Lutheran Church.

Police Department Report – Chief Robert Evans

September 2025 Police Statistics: 823 calls for service, 4 reportable accidents, 17 non-reportable accidents, 10 criminal investigations, 52 investigation supplements, 3 search warrants, 5 criminal arrests, 115 traffic citations, and 5 non-traffic citations. On October 2nd and 3rd, 2025, Police interviews were held for the top 10 applicants for the open full time officer position. Second round of interviews to be completed with top 5 candidates scheduled for October 24th, 2025. 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 (10am-2pm) hours on this date. Recognition of St. Luke Lutheran Church for their generous monetary donation to the police department. Funds to be used to purchase a canopy and table for public relation events.

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.

Ms. McKenna submitted a written report to the Board.

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 – Khal Hassan

Mr. Hassan submitted a written report to the Board.

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.

Assistant Manager Report – David Thompson

- a. 330 Gilbertsville Rd, variance request for shared common driveway. Mr. Thompson stated that this is a proposed Rotelle (RoHo) 4 lot subdivision. Lot #1 is the existing house, which will be renovated, and the existing shed will be removed or relocated. Lot #2 would be 1.3ac, #3 would be 1.5ac, and #4 would be 2ac. They are requesting a variance to allow lots 2,3, and 4 being served by a shared common driveway. The planning agency voted, by a 3-2 margin, to support the variance request contingent upon lot #4 having a turnaround area somewhere on the lot for delivery access. Some members were not comfortable with a shared driveway. Mr. Machamer was representing Rotelle as the engineer. Mr. Skok asked if you test water levels. Mr. Machamer said yes, we take a look at a high seasonal water table, Rotelle does this with all of their homes. Ms. Carpenter asked Ms. McKenna for her suggestions if the variance would be granted. Ms. McKenna suggested that the Board make a Declaration of Easement Agreement, to be reviewed by her office. A condition could be that it would be required that each purchaser be given a disclosure agreement of the Declaration of Easement Agreement. Another condition would be for the turnaround area on lot #4.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to remain neutral in their stance. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed. Ms. McKenna will send a letter to the Zoning Hearing Board reflecting the Board's stance on this variance request.

Mr. Thompson reported that he is waiting for a withdrawal letter from 160 Cori Drive as they have decided to revise their plan.

Emergency Services Report

Chief Duncan stated that for the month of September GF&R had 19 calls for service with 16 calls in Douglass Township, in service time was 53 hours and 49 minutes. The busiest time of day was 11am-12pm. The average time from dispatch to the first arriving unit is 4 minutes, 12 seconds. Average personnel per call is 9.4 volunteers. Chief Duncan stated that the comedy night fundraiser was a success raising \$6,000. GACAS had 103 calls for service with 50 calls in Douglass Township. Mr. Reitnauer (Bally Ambulance) stated that there were 111 calls for service, 4 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, Carpenter-Aye. Motion passed.

Public Works Report – Roadmaster Michael Heydt

Mr. Heydt reported that the roadcrew prepped the park for paving this week that is funded by a grant, paved Fairway Circle in Twin Ponds, performed roadside mowing, installed pipe on Wren Road to prevent ice from forming at that area, repaired pipe on park lane prior to paving, installed new topping on alleyway with grant funds, repaired some issues in the park, fixed the Jackson Road gate at the park, cleaned 3 inlets and flushed out clogged pipes. We picked up new truck from E M Kutz and had logos installed on the truck doors, attended a utility line safety class with Met-Ed, and removed trash from grates on Bartman, Holly, and Industrial. This week the road crew will be working on paving the park, mowing high grass areas, and will start to seal all joints from paving and curblines.

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 October 20th, 2025 amount to \$1,488,280.54. Ms. O'Donnell noted the unusual bills for the month and asked for authorization to pay the bills. Ms. Carpenter asked if the utilities for the police department could be submitted quarterly, Mr. Duncan said he would look into it.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of October 20th, 2025 in the amount of \$1,488,280.54. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Projected 2026 General Fund Income – Ms. O'Donnell stated that the current 2025 Year-To-Date Income is \$5,217,172.00. She projects addition income of \$452,240.00 making the total projected 2025 income \$5,669,412.00 allowing us to break even. Ms. O'Donnell stated that she projects the 2026 income to be 5.6 million.

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. Monday October 27th, 2025 Zoning Hearings beginning at 5:30pm (160 Cori Dr & 330 Gilbertsville Rd) however 160 Cori Drive is in the process of revising their plan and will withdraw their application for relief. 330 Gilbertsville Road hearing will be at 6pm.
2. Wednesday November 5th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm (full budget review). Mr. Duncan stated that the department heads have spent a lot of time on the budget and the completion of many projects, he commended the department heads and Treasurer O'Donnell for their hard work.
3. Thursday November 13th, 2025 P/A Meeting @ 7pm, Workshop @ 6:00pm (revitalization update & phasing).
4. Monday November 17th, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm

- b. R.P. Wynstone Development, New Hanover Township – Mr. Duncan stated that this is the former airport property in New Hanover. He attended the 3-hour meeting, this is the 7th revised plan since 2007. It now consists of 16 parcels that will include 692 residential units, and 2 hotels (80 units), and commercial buildings. There are major concerns with the impact on EMS services, roads & traffic, and schools. There are no commercial uses currently in New Hanover so the traffic will be coming into Douglass. The MCPC Planner will voice our concerns to the County, it was suggested that a BOS member attend the next New Hanover meeting to voice the concerns of Douglass Township.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize Joshua Stouch to attend the next New Hanover Township meeting to express the concerns of Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked how much money is in the Act 209 Fund for traffic-related improvements, the Treasurer replied that 1.7 million was in Act 209. Mr. Stouch suggested to evaluate our worst intersections and the Bermont Motors/Post Office Area, and to seek PennDot's input on some traffic improvements. He also suggested assembling the Act 209 Committee and add the committee to the agenda.

- c. Hire one part time seasonal leaf collection employee (Jozef Jelski) – Mr. Duncan asked for approval to hire Jozef Jelski as a part time leaf collection employee @ \$17/hour, which was included in the budget. Mr. Duncan also asked for approval of a second part-time leaf collection employee to be announced at next BOS meeting which is also in the budget.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the hiring of Jozef Jelski as a part time seasonal leaf collection employee @ \$17 per hour. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the hiring of a second part-time leaf collection employee to be named at the next BOS meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- d. Consideration to accept Montgomery County Planning Assistance 3 Year contract January 1st, 2026 through December 31st, 2028 in the amount of \$51,642.00.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch for approval of the MCPC Planning Assistance Contract for January 1st, 2026 through December 31st, 2028 in the amount of \$51,642.00. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Updegrave asked how big are these homes going to be in the proposed Wynstone Development, Mr. Duncan didn't think that information was disclosed at the meeting. Mr. Updegrave said that school transportation is going to be a problem, Mr. Stouch suggested that someone from the School Board should get involved at the New Hanover Township meetings.

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. PennDot Bridge Replacement Project, Gilbertsville Road, Notice of Acquisition (for review) - This is for a 3-piece concrete prefab replacement of the bridge at Gilbertsville Road & Grosser Road in 2026 during the summer before school begins. PennDot is looking to purchase the right-of-way on both sides of the bridge.

Mr. Hassan commented that the County Line Bridge plans will be submitted soon, the UGI gas line will need to be relocated.

Public Comment

Mr. Stouch reminded everyone that Election Day is Tuesday November 4th.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 8:27pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Wednesday November 5th, 2025 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler