



# Douglass Township, Montgomery County

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AGENDA – November 17<sup>th</sup>, 2025

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of November 5<sup>th</sup>, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for November 17<sup>th</sup>, 2025 – additions, corrections, motion for approval.
5. Minutes of November 13<sup>th</sup>, 2025 Special Meeting (2026 Full Budget Review)
  - a. Additions, corrections, motion for approval
6. Solicitor's Report – Wendy McKenna, Esq.
  - a. PennDot Bridge Replacement Project – Gilbertsville Road- Notice of Acquisition to obtain Township owned right-of-way.
  - b. Resolution No. 11172025-01 – Authorization for Township Manager to execute documents for Notice of Acquisition and offer to purchase and summary of just compensation documents with PennDot on behalf of Board of Supervisors.
7. Engineering Report – Khal Hassan
  - a. 749 Congo Road – Final Subdivision Plan Submission
  - b. Zern Tract Phase II Escrow Release #18 (\$413,847.80)
  - c. Zern Tract Phase III Escrow Release #12 (\$135,606.53)
8. Police Department Report – Chief Robert Evans
  - a. Monthly Report
  - b. Consideration for conditional offer to hire on full time police officer – Michael Choiniere
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
11. Treasurers Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. 2026 Proposed Budget Overview
  - c. Adoption of 2026 Tentative Budget & Advertisement
  - d. Budget available for Public Inspection (November 18<sup>th</sup>, 2025 thru December 15<sup>th</sup>, 2025)
12. Manager's Report – Manager Andrew Duncan
  - a. Schedule of Meetings
    1. Monday December 1<sup>st</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
    2. Wednesday December 10<sup>th</sup>, 2025 ESB Meeting @ 6pm
    3. Wednesday December 10<sup>th</sup>, 2025 @ 6pm, **PA DEP Public Meeting** - Boyertown Landfill & Public Drinking Water Update @ Gilbertsville Fire Company.
    4. Thursday December 11<sup>th</sup>, 2025 P/A Meeting @ 7pm
    5. Monday December 15<sup>th</sup>, 2025 BOS Agenda Meeting @ 6:30pm, BOS Mtg @ 7pm
  - b. Zoning Hearing Updates – Hearing held on October 27<sup>th</sup>, 2025
    1. 160 Cori Drive – in ground swimming pool, application withdrawn
    2. 330 Gilbertsville Road – shared driveway for 4 lot subdivision, granted with conditions
13. Old Business / New Business
  - a. Sump Pump Ordinance – Amendment to CH.222
  - b. "Do Not Knock" registry
14. Public Comment
15. Adjournment

**NEXT MEETING MONDAY DECEMBER 1<sup>ST</sup>, 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 Wendy McKenna, Manager Andrew Duncan, Assistant Manager David Thompson, Khal Hassan of Pennoni & Associates, Chief Robert Evans, Treasurer Cynthia O'Donnell, Roadmaster Mike Heydt, and approximately 18 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from approximately 6:30pm – 6:55pm this evening involving personnel matters. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the November 5<sup>th</sup>, 2025 Board of Supervisors Meeting. Ms. Carpenter stated that an addition of a motion by her, seconded by Mr. Bergstresser to advertise the Special Meeting for November 13<sup>th</sup>, 2025 for the full budget review that needs to be added to the minutes of November 5<sup>th</sup>, 2025.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to add to the minutes that a motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize the advertisement of the Special Meeting of the Full Budget Review for November 13<sup>th</sup>, 2025 @ 3pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the minutes of the November 5<sup>th</sup>, 2025 Board of Supervisors Meeting with the addition of a motion to advertise the Special Meeting of the Full Budget Review for November 13<sup>th</sup>, 2025 @ 3pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the November 17<sup>th</sup>, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the November 17<sup>th</sup>, 2025 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the November 13<sup>th</sup>, 2025 Special Meeting (2026 Full Budget Review), none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes from the November 13<sup>th</sup>, 2025 Special Meeting (2026 Full Budget Review). Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

PennDot Bridge Replacement Project, Gilbertsville Road – Notice of Acquisition to obtain Township owned right-of-way. PennDot has offered \$9800 for 2400sf of Township right-of-way on Grosser Road to move forward with the Gilbertsville Road bridge replacement project, Ms. McKenna felt it was a reasonable offer.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to accept the offer of compensation by PennDot in the amount of \$9800 for 2400sf of Township right-of-way on Grosser Road for the Gilbertsville Road bridge replacement project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Resolution No. 11172025-01 – Authorization for Township Manager to execute documents for Notice of Acquisition and offer to purchase and summary of just compensation documents with PennDot on behalf of Board of Supervisors regarding the PennDot bridge replacement project on Gilbertsville Road.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Township Manager to execute documents for Notice of Acquisition and offer to purchase and summary of just compensation documents with PennDot on behalf of the Board of Supervisors. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ms. McKenna announced that in the recent election Mr. Stouch has been re-elected as Township Supervisor and Kim Stouch has been elected Tax Collector for Douglass Township. Ms. McKenna recommended seeking advisory information from the State Ethics Commission if Mr. Stouch would have to abstain from voting on anything relating to taxes and should also abstain from any decision on budget & taxes.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to authorize Ms. McKenna to seek advisory information from the State Ethics Commission to see if Mr. Stouch would have to abstain from voting on anything relating to taxes and in the meantime, Mr. Stouch shall abstain from any decision regarding the budget or taxes. Bergstresser-Aye, Stouch-Abstain, 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**

749 Congo Rd (Final Subdivision Plan Submission) – Mr. Clement was present and gave a brief overview and asked for Final Plan Approval. Mr. Hassan stated that this is a proposed 26 lot subdivision that the planning agency recommended final plan approval to the Board of Supervisors contingent upon compliance with the Pennoni Review Letter dated October 20<sup>th</sup>, 2025, since then Mr. Clement has requested two more waivers from the SALDO; §420-3.C.5 - a waiver to permit the existing vegetation to remain along the Congo Road frontage to be substituted for part of the required street trees, to maintain the existing, natural views along the frontage, and §420-7.D. - a waiver to permit the existing vegetation to remain to be utilized in whole or for part of required buffer area for Buffers 1,3,4,6,8,9,&10. Mr. Hassan requested these two additional waivers to be sent to Mr. Duncan on letterhead.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Solicitor McKenna to prepare a Final Plan Resolution and Agreements for proposed 749 Congo Road Final Plan Approval for the December 15<sup>th</sup>, 2025 Board of Supervisors Meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase II Escrow Release #18 (\$413,847.80) – An escrow release request was received for Zern Tract Phase 2 Release #18 on October 31<sup>st</sup>, 2025. A site inspection was conducted on November 4<sup>th</sup>, 2025, based on our observations of the work, we recommend release #18.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Zern Tract Phase II Escrow Release #18 in the amount of \$413,847.80 as recommended by Pennoni & Assoc. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Zern Tract Phase III Escrow Release #12 (\$135,606.53) – An escrow release request was received for Zern Tract Phase 3 Escrow Release #12 on October 31<sup>st</sup>, 2025. A site inspection was conducted on November 4<sup>th</sup>, 2025, based on our observations of the work, we recommend release #12.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the Zern Tract Phase III Escrow Release #12 in the amount of \$135,606.53 as recommended by Pennoni & Assoc. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Centofanti 240 Cori Drive is having issues with the developer; he originally was buying a different lot and switched to 240 Cori Drive. The sales rep never mentioned there was a swale on the lot, in late October they graded the lot, it was supposed to be a flat lot and after talking with the manager he found out that he apparently did not sign the disclosure form (Ordinance 2005-3) for the new lot. Mr. Centofanti said that the people who own lots 19, 17, and 16 also have issues with the swale and were not told about this. Solicitor McKenna said that it seems to be a private matter between the purchaser and the developer. Mr. Centofanti said at the rear of the yard is what he is told is the swale. Mr. Hassan was looking at the approved plan and said every lot has a swale, there are

seven retention basins on the plan. Mr. Centofanti said they are not disclosing this to the buyers. Mr. Stouch said this is not something the Township can get involved with, swales and retention basins are requirements for stormwater and he recommended seeking legal advice.

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.

**Police Department Report – Chief Robert Evans**

October 2025 Police Statistics: 919 calls for service, 5 reportable accidents, 15 non-reportable accidents, 9 criminal investigations, 72 investigation supplements, 3 search warrants, 5 criminal arrests, 43 traffic citations, and 4 non-traffic citations. October 25<sup>th</sup>, 2025, Douglass Township Police Department participated in the Drug Take Back event. During this event, 33 pounds of unwanted and/or expired medication were collected, along with 39 pounds of medication collected from the Med Box located at the Township building. Officer Peters attended Defensive Tactics, OC, and Baton training and is now instructor certified in these areas for our department. Second round of interviews were completed with top 5 candidates scheduled for October 24<sup>th</sup>, 2025. I am requesting authorization from the Board of Supervisors to provide Offer of Employment to our top candidate.

Consideration for conditional offer of employment to hire full-time police officer (Michael Choiniere) – A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for conditional offer of employment to hire Michael Choiniere as a full-time police officer with a start date of April 6<sup>th</sup>, 2026. 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.

**Emergency Services Report**

Chief Duncan stated that for the month of September GF&R had 22 calls for service with 12 calls in Douglass Township, in service time was 52 hours and 1 minute. The busiest time of day was 3pm-4pm. The average time from dispatch to the first arriving unit is 4 minutes, 4 seconds. Average personnel per call is 7.1 volunteers. Chief Duncan stated that October was fire prevention month and they visited Gilbertsville Elementary, Magnolia Children's Academy, Gilbertsville YMCA Growing Dreams, Calvary Chapel Academy, Miss Doreen's Playmation, Boyertown Children's Center, and Cornerstone Preschool at Trinity. GACAS had 128 calls for service with 59 calls in Douglass Township. Bally Ambulance had 81 calls for service, 2 were in Douglass. 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 road crew paved Nelmor Blvd, replaced pipes & paved Wren Road, cleaned out ditches, winterized park, and mounted the plows on the trucks. Mr. Heydt asked for authorization to sell the 2000 Kubota on Municibid.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for authorization to sell the 2000 Kubota on Municibid. Bergstresser-Aye, Stouch-Aye, Carpenter-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, Carpenter-Aye. Motion passed.

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

The unpaid bills as of November 17<sup>th</sup>, 2025 amount to \$270,055.28. Ms. O'Donnell noted the unusual bills for the month and 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 November 17<sup>th</sup>, 2025 in the amount of \$270,055.28. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

2026 Proposed Budget Overview – Ms. O'Donnell stated that after meeting with department heads the current 2026 deficit is \$759,288.94. identified additional income for 2026 of \$52,500. Also identified expense items to be removed as follows: \$147,335 road construction/maintenance, new park trailer \$4,944.85, scanning software for Admin \$21,062.50, police smart board \$2,159.00, police station improvements \$62,500, police water fountain upgrade \$1,455.00, new phone & internet provider for police \$3,858.00, and potential personnel changes \$148,000.00 bringing the 2026 budget deficit to approximately \$304,656.59. Some of the expenses to be removed may be paid from the capital reserve fund. Further changes from the November 13<sup>th</sup>, 2025 Special Meeting included the addition of new police hire in the amount of \$108,000 due to delaying the start date to April 2026, saving \$45,000 but adding \$108,000 to the budget. Chief Evans cut the MVR video system for \$5500 from the budget. Chief Evans had safety concerns as far as the police lobby area and got an estimate of \$62,500 but felt that the cost may be able to be reduced by \$10,000 - \$15,000. It was discussed that this could be taken from the capital reserve fund. Also, Ms. O'Donnell & Mr. Duncan felt that the Township could cut the Solvency Fee of \$4,000, and the fire company vehicle insurance could be paid out of the fire tax that would save \$10,880. If the multimodal grant for the County Line Road Bridge is awarded it would help reduce the deficit. Two fire walls need to be replaced at a cost of \$9000. As it stands now there is a deficit of approximately \$439,446.76. There was a discussion of whether to raise taxes for 2026 or use General Fund balance to cover the deficit, Mr. Stouch asked the Treasurer if she felt we would be in a comfortable position using General Fund balance to cover the deficit. Ms. O'Donnell replied that we could absorb it through the General Fund if the Board chooses to do so. The Board agreed to use General Fund balance to cover the deficit and to not increase taxes for 2026. Ms. O'Donnell stated that the 2026 General Fund Budget is \$5,966,398.74. Mr. Duncan thanked all the department heads, Ms. O'Donnell, and the Supervisors on holding the line for services. There were a lot of hours spent on this budget.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser for Adoption of the 2026 Tentative Budget & Advertisement. Bergstresser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

The Budget will be available for public inspection November 18<sup>th</sup>, 2025 - December 15<sup>th</sup>, 2025 at the Township Administration Building and on the Douglass Township website. The Township Supervisors can formally adopt the 2026 Final Budget at their meeting on Monday December 15<sup>th</sup>, 2025 @ 7pm.

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

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

a. Schedule of Meetings:

1. Monday December 1<sup>st</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
2. Wednesday December 10<sup>th</sup>, 2025 ESB Meeting @ 6pm
3. Wednesday December 10<sup>th</sup>, 2025 @ 6pm, **PA DEP Public Meeting – Boyertown Landfill & Public Drinking Water Update @ Gilbertsville fire Company.**
4. Thursday December 11<sup>th</sup>, 2025 P/A Meeting @ 7pm, **No Workshop**
5. Monday December 15<sup>th</sup>, 2025 BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm

b. Zoning Hearing Updates: (Held October 27<sup>th</sup>, 2025)

1. 160 Cori Drive – in ground swimming pool, application withdrawn

2. 330 Gilbertsville Road – shared driveway for 4-lot subdivision, granted with conditions by a 2-1 vote.

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. Sump Pump Ordinance, Amendment to Ch. 222 – Mr. Duncan stated that Ms. McKenna's office is looking into just amending Ch. 222 instead of enacting a sump pump ordinance.
- b. "Do Not Knock" registry – Mr. Duncan stated that he is receiving complaints on door-to-door soliciting and asked if we could implement a registry for residents wanting to opt out of solicitations. We need to find out if you can eliminate solicitations or get better background checks.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize Ms. McKenna's office to research legalities to limit or eliminate door-to-door solicitations. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**Public Comment**

Mr. Bergstresser asked the ambulance companies to bring their preliminary budgets to the ESB Meeting on Wednesday December 10<sup>th</sup>, 2025. Mr. Stouch added that in January 2026 there will be some openings on several boards, if anyone is interested in volunteering please email a letter of interest to Mr. Duncan.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adjourn the meeting at 8:13pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday December 1<sup>st</sup>, 2025 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler