



# Douglass Township, Montgomery County

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

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of December 1<sup>st</sup>, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval
  - b. Agenda for December 15<sup>th</sup>, 2025 – additions, corrections, motion for approval.
5. Solicitor's Report – Wendy McKenna, Esq.
  - a. 749 Congo Road Final Plan Resolution #12152025-01
6. Engineering Report – Khal Hassan
7. Treasurers Report – Cynthia O'Donnell
  - a. Authorization to pay the bills (BOS Approval Required)
  - b. Adoption of 2026 Budget (\$5,966,398.74)
  - c. Resolution #12152025-02 – 2026 Tax Millage (2.6mil Real Estate, .5mil EMS, .4mil Fire Tax)
8. Police Department Report – Chief Robert Evans
  - a. Monthly Report
  - b. Police Department promotion examination update
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 approve 2-year preventative maintenance contract with Signal Service Inc for traffic light maintenance.

11. Manager's Report – Manager Andrew Duncan
  - a. 2026 Holiday Schedule (BOS Approval)
  - b. 2026 Public Meeting Schedule (BOS Approval & Authorization to Advertise)
  - c. Recycling Center will be closed on Wednesday December 24<sup>th</sup>, 2025 and Wednesday December 31<sup>st</sup>, 2025.
  - d. Consideration to approve IT Service Contract to Omega Systems  
3-Year Contract Smart Stor Support \$17,772 Annual Cost (5% discount offered for 5-year contract)  
3-Year Smart Stor Contract \$8,022
- e. Schedule of Meetings
  1. Monday January 5<sup>th</sup>, 2026 BOS Agenda Mtg @ 6:00pm, BOS Reorganization Mtg @ 7pm
  2. Tuesday January 6<sup>th</sup>, 2026 Auditors Meeting @ 6pm
  3. Tuesday January 20<sup>th</sup>, 2026 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
  4. Monday January 26<sup>th</sup>, 2026 P/A Meeting @ 7pm – Workshop TBD

  

12. Old Business / New Business
  - a. Any member of the public that is interested in serving on various Township Boards, Agencies, or Committees, please submit letter of interest and resume to Township Manager Andrew Duncan.
  - b. Meeting Decorum/Public Meeting Conduct Policy
13. Public Comment
14. Adjournment

**NEXT MEETING MONDAY JANUARY 5<sup>TH</sup>, 2026 @ 7PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:01P.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 12 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that an Executive Session was held from 2pm–4pm on Friday December 12<sup>th</sup>, 2025 involving personnel matters and litigation, and an Executive Session this evening from approximately 6:15pm – 6:30pm involving personnel matters and litigation. No votes or decisions were given.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the December 1<sup>st</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 December 1<sup>st</sup>, 2025 Board of Supervisors Meeting as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the December 15<sup>th</sup>, 2025 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve December 15<sup>th</sup>, 2025 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

749 Congo Road Final Plan Resolution #12152025-01 - Ms. McKenna prepared a final plan Resolution #12152025-01 for the 749 Congo Road (26-lot) Subdivision contingent on the Pennoni & MCPC review letters.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to adopt Resolution #12152025-01 for the 749 Congo Road Final Plan. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Ms. McKenna suggested that the Board seek outside special council with a police personnel matter and recommended Paul Bauer as Conflict Counsel.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to name Paul Bauer, Esq. as the Townships Conflict Counsel. Bergstresser-Aye, Stouch-Aye, Carpenter-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, Carpenter-Aye. Motion passed.

**Engineering Report – Khal Hassan**

Mr. Hassan submitted a written report to the Board of Supervisors.

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.

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

The unpaid bills as of December 15<sup>th</sup>, 2025 amount to \$383,393.06. Ms. O'Donnell noted the unusual bills for the month and asked for authorization to pay the bills with the addition of a volunteer firefighters tax reimbursement.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Unpaid Bills as of December 15<sup>th</sup>, 2025 in the amount of \$383,393.06 including a volunteer firefighters tax reimbursement. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Adoption of 2026 Budget – Ms. O'Donnell asked the Board for adoption of the 2026 budget, Mr. Stouch asked Ms. O'Donnell if she felt we are healthy financially, Ms. O'Donnell responded absolutely. Mr. Stouch recused himself from voting on anything related to the tax collection due to a conflict, these included line items: (403.114, 403.200, 403.316, 403.353).

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to Adopt the 2026 Budget excluding line items 403.114, 403.200, 403.316, 403.353. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to Adopt the 2026 Budgeted tax collection items 403.114, 403.200, 403.316, 403.353. Bergstresser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

Resolution #12152025-02 – 2026 Tax Millage (2.6mil Real Estate, .5mil EMS, .4mil fire Tax), no change in taxes.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to adopt Resolution #12152025-02, 2026 Tax Millage. Bergstresser-Aye, Stouch-Abstain, Carpenter-Aye. Motion passed.

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.

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

November 2025 Police Statistics: 882 calls for service, 8 reportable accidents, 11 non-reportable accidents, 13 criminal investigations, 56 investigation supplements, 4 search warrants, 1 criminal arrests, 83 traffic citations, and 9 non-traffic citations. Police promotional process was completed with eligible candidates. Officers were scored on Written Examination, Oral Board, and Productivity Evaluation Scoring. The Board of Supervisors were recently provided with overall scoring of each eligible candidate for review. Police hiring candidate, Michael Choiniere, has signed his offer of employment with our agency. Our department completed our annual mandatory training with Defensive Tactics and Handcuff training. All active officers are certified by MPOECT (Municipal Police Officers' Education and Training Commission).

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 thanked everyone for their support and wished everyone Happy Holidays. GACAS had 110 calls for service with 48 calls in Douglass Township. Mr. Landis thanked the Board and the Fire Company for their support. Bally Ambulance had 98 calls for service, 6 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 road crew salted & plowed roads, repaired street signs, clean ditches, and cleaned & repaired trucks.

Consideration to approve 2-year maintenance contract - Mr. Heydt asked the Board to approve a 2-year preventative maintenance contract with Signal Service Inc for traffic signal maintenance.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve a 2-year preventative maintenance contract with Signal Service Inc for traffic signal maintenance. 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.

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

- a. 2026 Holiday Schedule (BOS Approval)

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the 2026 Holiday Schedule. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. 2026 Public Meeting Schedule (BOS Approval & Authorization to Advertise) – Mr. Stouch asked to Amend the ESB Meeting Schedule for monthly meetings beginning February 2026.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the amended 2026 Public Meeting Schedule adding monthly ESB Meetings beginning February 2026 and for Authorization to Advertise the amended 2026 Public Meeting Schedule. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- c. Recycling Center will be closed on Wednesday December 24<sup>th</sup>, 2025 and Wednesday December 31<sup>st</sup>, 2025.

- d. Consideration to approve IT Service Contract to Omega Systems

- 1. 3-Year Contract Smart Stor Support \$17,772 Annual Cost (5% discount offered for 5-year contract)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve a 3-Year Contract with Omega Systems for Smart Stor Support at an Annual Cost of \$17,772. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- 2. 3-Year Contract for Smart Stor \$8,022

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve a 3-Year Smart Stor Contract with Omega Systems for an Annual Cost of \$8,022. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- e. Schedule of Meetings:

- 1. Monday January 5<sup>th</sup>, 2026 BOS Agenda Mtg @ 6pm, BOS Reorganization Mtg @ 7pm
  - 2. Tuesday January 6<sup>th</sup>, 2026 Auditors Meeting @ 6pm
  - 3. Tuesday January 20<sup>th</sup>, 2026 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
  - 4. Monday January 26<sup>th</sup>, 2026 P/A Meeting @ 7pm (Reorganization) – No Workshop

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**

- a. Any member of the public that is interested in serving on various Township Boards, Agencies, or Committees, please submit letter of interest and resume to Township Manager Andrew Duncan.
- b. Meeting Decorum/Public Meeting Conduct Policy – Ms. McKenna stated that she is gathering information for a Standard Policy for the BOS to put into place for Public Meetings/Public Comment. She will review and submit it for the Board to review.

**Public Comment**

Mr. Stouch said that Douglass Township was receiving a lot of negative comments from the news articles posted on social media after the public meeting held by PADEP in reference to the Boyertown Landfill. Mr. Stouch stated that the Township has been working with DEP since 2023 when it was identified that the landfill was not being maintained properly. From that time, the Township has been working with PADEP to develop a plan to address contamination in and around the landfill. The Township meets with PADEP and EPA quarterly for

updates and to be provided with updated information on private well testing in the Township. The Township continues to post updates on our website with a direct link to a PADEP Boyertown Landfill link. The Township will continue to provide updates that we receive from PADEP and EPA. Mr. Stouch reminded the public that the Boyertown Landfill and groundwater contamination falls under the jurisdiction of the PADEP at this time. Mr. Stouch recommended that the Township staff work with the Solicitors office to create a press release related to this situation.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:43pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be Monday January 5<sup>th</sup>, 2026 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler