



# Douglass Township, Montgomery County

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## AGENDA – ORGANIZATION MEETING MONDAY JANUARY 5<sup>TH</sup>, 2026 @ 7:00PM

1. Call to Order
2. Pledge of Allegiance
3. Honorable District Justice Maurice Saylor – (Oath of Office)
  - a. Kimberlee Stouch – Tax Collector
  - b. Joshua Stouch – Township Supervisor
  - c. Scott Silver – Appointed Auditor
4. ELECTION OF OFFICERS
  - a. Appoint Manager as Temporary Chairman to conduct nominations for BOS Chairman
  - b. Conduct Nominations for BOS Positions by Temporary Chairman
  - c. Nomination of Board of Supervisor Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
  - d. Nomination of Board of Supervisor Vice-Chairman: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_
5. Minutes of December 15th, 2025 Board of Supervisors Meeting
  - a. Additions, corrections, motion for approval.
  - b. Agenda for January 5th, 2026 – additions, corrections, motion for approval.
6. Appointments: (Names in the parenthesis held the positions in 2025)
  - a. Board of Supervisor Solicitor (Brant & Associates LLC): \_\_\_\_\_
  - b. Labor Attorney (Boyd & Karver): \_\_\_\_\_
  - c. Planning Agency Solicitor (Brant & Associates LLC): \_\_\_\_\_
  - d. Township General Engineer & Traffic Engineer (Pennoni Engineering): \_\_\_\_\_
  - e. Police Chief (Robert Evans): \_\_\_\_\_
  - f. Township Secretary/Administrative Assistant (Marcy Meitzler): \_\_\_\_\_
  - g. Treasurer/Finance Director (Cynthia O'Donnell): \_\_\_\_\_

h. Treasurers Bond set at \$2,500,000.00 (2.5 Million with H. A. Thomson, Travelers Insurance):

i. Township Manager (Andrew Duncan): \_\_\_\_\_

j. Road Master (Michael Heydt): \_\_\_\_\_

k. Code Enforcement Officer/Zoning Official/Asst. Manager (David Thompson): \_\_\_\_\_

l. Building Inspector (Kraft Municipal Group): \_\_\_\_\_

m. Road Foreman (Scott Groff): \_\_\_\_\_

n. Fire Marshal @ \$17.00/hr for inspections (Ricky Smith): \_\_\_\_\_

o. Police Secretary/Administrative Assistant (Ashley Talarico): \_\_\_\_\_

p. Solid Waste & Recycling Coordinator (McKenna Powanda): \_\_\_\_\_

q. Chief Administrative Officer for the Pension Funds: (BOS Chairman/Manager)

r. Sewage Enforcement Officer: Montgomery County Health Department

s. Delinquent Per Capita Tax Collection: Berkheimer Associates

t. Earned Income Tax Collector: Berks EIT Bureau

u. Local Services Tax Collector: Berks EIT Bureau

v. BMMA Representative (1) 5 Year Term (Sara Carpenter) \_\_\_\_\_, and (1) 2 Year Term (Mark Toepel): \_\_\_\_\_

w. Representative to PMRPC and PARRC: (Supervisor/Manager/P/A and McKenna Powanda): \_\_\_\_\_

x. BOS Representative to Agricultural Secure Board (Don Bergstresser): \_\_\_\_\_

y. Vacancy Board Chairman (Sam Hunter): \_\_\_\_\_

z. Special Fire Police (Cpt. Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beaulac, Rick Smith, McKenna Powanda, Nicholas Bardman, Andy Duncan, Eric Bauer, Tiffany Blauert, Randy Reifsnyder, and Harvey Ernst): \_\_\_\_\_

aa. Emergency Coordinator (Andrew Duncan): \_\_\_\_\_

bb. Asst. Emergency Coordinator (McKenna Powanda): \_\_\_\_\_

cc. Township Delegates to the State Supervisors Convention (Supervisors, Manager, Treasurer, Roadmaster): \_\_\_\_\_

dd. Township Depositories: PLIGIT, Great Eastern Management, Vist Bank \_\_\_\_\_

ee. ICC Appeals Board: (Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell): \_\_\_\_\_

ff. Zoning Hearing Board (1) 3 Year Term (Kurt Davidheiser), (1) Alternate 3 Year Term (Howard Houseknecht): \_\_\_\_\_

gg. Planning Agency (1) 4 Year Term (Jessica Gisinger-Doran): \_\_\_\_\_

hh. Establish Standard Mileage Rate (2026 Federal Rate 72.5 cents per mile):

ii. Recreation Committee (Members/Meetings T.B.A.): \_\_\_\_\_

jj. Act 209 Advisory Committee (Gary Carpenter, Sam Hunter, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrove, Charles Rick): \_\_\_\_\_

kk. Emergency Service Board Representatives: (BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Rick Smith, Robert Evans, Kim Stouch, Keith Long, Colleen Haines, Angela Erb, David Thompson, and Don Bergstresser): \_\_\_\_\_

II. Primary Fire Protection Service Provider (GF&R): \_\_\_\_\_  
mm. Primary Medical Service Providers (GACAS): \_\_\_\_\_

7. Manager's Report – Andrew Duncan

1. Schedule of Meetings:

a. Tuesday, January 20<sup>th</sup>, 2026 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.

b. Monday, January 26<sup>th</sup>, 2026 Planning Agency Meeting – Workshop TBD

2. Non-Uniform Employees – 2026 Wage Sheet F.T. Employees (BOS approval required)

3. 2026 Fee Schedule

8. Public Comment

9. Old Business/New Business

a. Manager's Contract (BOS approval required)

b. Consideration to authorize Corporal promotions

c. Public Meeting Policy

10. Adjournment

**NEXT MEETING TUESDAY, JANUARY 20<sup>th</sup>, 2026 @ 7:00PM**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00 P.M. Attending were Chairman Josh Stouch, Supervisors Sara Carpenter & Don Bergstresser, Andrew Duncan, Chief Robert Evans, Michael Heydt, Cynthia O'Donnell, David Thompson, and 21 residents. A reporter was present.

Mr. Stouch led the Pledge of Allegiance to the flag and Mr. Duncan introduced the Honorable District Justice Maurice Saylor who administered the Oath of Office to: newly elected Tax Collector Kimberlee Stouch, re-elected Supervisor Joshua Stouch, and newly elected Auditor Scott Silver.

**Reorganization Meeting for the Year 2026**

The meeting was turned over to Manager Andrew Duncan as Temporary Chairman to conduct the nominations for Chairman and Vice-Chairman of the Board of Supervisors. The Manager asked for nominations for Supervisor Chairman.

Ms. Carpenter nominated Joshua Stouch as Board of Supervisor Chairman, no other nominations were received, and this motion was seconded by Mr. Bergstresser. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The Manager asked for nominations for Vice-Chairman of the Board of Supervisors.

Mr. Stouch nominated Don Bergstresser as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Ms. Carpenter. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Manager Duncan turned the remainder of the meeting over to Chairman Stouch and he continued with the nominations for Appointments and agenda items as listed.

Mr. Stouch asked if there were any additions, changes or corrections to the December 15<sup>th</sup>, 2025 Board of Supervisors minutes, no changes or comments were given.

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

Mr. Stouch asked if there were any questions, comments, or corrections to the January 5<sup>th</sup>, 2026 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the January 5<sup>th</sup>, 2026 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**2026 Appointments:**

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Brant & Associates, LLC as Township Solicitor. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Paul Bauer as Labor/Conflict Attorney. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Brant & Associates, LLC as Planning Agency Solicitor; Pennoni Engineering as Township General Engineer & Traffic Engineer; Robert Evans as Police Chief; Marcy Meitzler as Township Secretary/Administrative Assistant; and Cynthia O'Donnell as Treasurer/Finance Director. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser for the Treasurers Bond to be set at 2.5 million with H.A. Thomson, Travelers Insurance; to appoint Andrew Duncan as Township Manager; Michael Heydt as Road Master; David Thompson as Code Enforcement Officer/Zoning Official/Asst. Manager; Kraft Municipal Group as Building Inspector; and Scott Groff as Road Foreman. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Rick Smith as Fire Marshal at \$17.00 per hour for inspections/reviews. Bergstresser-recuse, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Ashley Talarico as Police Secretary/Administrative Assistant; McKenna Powanda as Solid Waste & Recycling Coordinator; Board of Supervisor Chairman Joshua Stouch & Manager Andrew Duncan to be the Chief Administrative Officers for the Pension Funds; the Montgomery County Health Department as the Sewage Enforcement Officer for all on-site septic systems in the Township; Berkheimer Associates for the Delinquent Per Capita Tax Collection; Berks EIT Bureau as the Earned Income Tax Collector and the Local Services Tax Collector. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to appoint Sara Carpenter to a 5-Year Term as the BMMA Representative and to appoint Gregory Rapp for a 2-Year Term as the BMMA Representative for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-recuse. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Supervisor Don Bergstresser, Manager Andrew Duncan, Planning Agency Member Joe Richardson, and McKenna Powanda as Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC); to appoint Don Bergstresser as the Board of Supervisor Representative to the Agricultural Secure Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Sam Hunter as Vacancy Board Chairman. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Captain Don Frantz, Lt. Rose Troilo, James Scott, Bryan Beaulac, Rick Smith, McKenna Powanda, Nicholas Bardman, Andy Duncan, Eric Bauer, Tiffany Blauert, Randy Reifsnyder, Harvey Ernst as Special Fire Police;

Andrew Duncan as Emergency Coordinator; McKenna Powanda as Assistant Emergency Coordinator; Supervisors, Manager, Roadmaster, Treasurer, and Roadmaster as Township Delegates to the State Supervisors Convention; and PLIGIT, Great Eastern Management, and Tompkins Community Bank as Township Depositories. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Sam Hunter, Ed Reitz, and Mike Heydt to the ICC Appeals Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Jason Szczurowski to a 3-year term to the Zoning Hearing Board and Howard Houseknecht to a 3-year term as Alternate Zoning Hearing Board Member. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Jessica Gisinger-Doran to a 4-year term to the Planning Agency. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to Establish the Standard Mileage Rate at the 2026 Federal Rate of \$.725 cents per mile. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch stated that appointments to the Recreation Committee and Meeting Dates are to be determined on an as needed basis. A notice will be placed on the website for volunteers.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Gary Carpenter, Sam Hunter, Ed Reitz, Sara Carpenter, Mike Heydt, Roger Updegrove, and Charles Rick to the Act 209 Advisory Committee. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint BOS Representative Don Bergstresser, Andrew Duncan, Dean Brumbach, Rick Smith, Chief Robert Evans, Kim Stouch, Jason Szczurowski, Chief Angela Erb GACAS Representative, David Thompson, and Jessica Gisinger-Doran as the Emergency Service Board Representatives. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Gilbertsville Fire & Rescue (GF&R) as the Primary Fire Protection Service Provider for Douglass Township. Bergstresser-Recuse, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to appoint Gilbertsville Area Community Ambulance and Bally Community Ambulance as the Primary Medical Service Providers for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

This concluded the 2026 Reorganization portion of the meeting.

Manager's Report – Andrew Duncan

1. Schedule of Meetings:

- a. Tuesday, January 20<sup>th</sup>, 2026 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm.
- b. Monday, January 26<sup>th</sup>, 2026 Planning Agency (Reorganization) Meeting @ 7pm,  
No Workshop.

2. Zoning Hearing Board Reorganization Meeting – (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve & advertise the reorganization meeting of the Zoning Hearing Board. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

3. Non-Uniform Employees – 2026 Wage Sheet for Full Time Employees (BOS Approval Required).

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the 2026 Budgeted Non-Uniform Wage Sheet for Full Time Employees. Bergstresser-Aye, Stouch-Aye, Ms. Carpenter-Aye. Motion passed.

4. 2026 Fee Schedule – Resolution #01052026-01 (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the 2026 Fee Schedule Resolution #01052026-01. Bergstresser-Aye, Stouch-Aye, Carpenter-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, Carpenter-Aye. Motion passed.

Public Comment

No public comment was given.

Old Business/New Business

- a. Manager's Contract (BOS Approval Required) – The Board decided to table this matter.
- b. Consideration to authorize Corporal promotions (BOS Approval Required)

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Corporal promotions for Mark Dykie, Daniel Castellucci, and Brent Ziegler. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- c. Public Meeting Policy (BOS Approval Required) – Mr. Duncan stated that this is basically a guideline for operations of general business within a municipality.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the Public Meeting Policy for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made to adjourn the meeting at 7:27pm by Mr. Bergstresser, seconded by Mr. Stouch. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Tuesday, January 20<sup>th</sup>, 2026 @ 7pm.**

Respectfully submitted by,  
Marcy Meitzler