



Douglass Township, Montgomery County

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AGENDA – January 20th, 2026

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Public Meeting Policy Announcement:
“Welcome to the meeting of the Douglass Township Board of Supervisors. Please maintain decorum, refrain from disruptive behavior, and silence all devices. Comments shall be directed to the Board as a whole, may be limited to three minutes, and shall be restricted to Township business. If anyone intends to record this meeting, please advise at this time.”
5. Honorable District Justice Maurice Saylor – (Oath of Office)
 - a. Corporal Detective Daniel Castellucci
 - b. Corporal Mark Dykie
 - c. Corporal Brent Ziegler
6. Minutes of January 5th, 2026 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for January 20th, 2026 – additions, corrections, motion for approval.
7. Engineering Report – Khal Hassan
 - a. Sonshine III, LP – Retreat at Boyertown, Phase 3 – Escrow Release #4 (\$302,504.95)
8. Solicitor’s Report – Wendy McKenna, Esq.
 - a. Authorization to Advertise Heart & Lung Hearing (BOS Approval Required)
 - b. Long Property Appraisal (BOS Approval Required)
 - c. Long Property Grant Application Services Proposal (BOS Approval Required)
9. Police Department Report – Chief Robert Evans
 - a. Monthly Report
10. Treasurers Report – Cynthia O’Donnell
 - a. Authorization to pay the bills (BOS Approval Required)

- b. Deputy Tax Collector, Molly Bauer – (BOS Approval Required)
- 11. Emergency Services Reports – (copies in lobby)
 - a. Gilbertsville Fire and Rescue Monthly Report
 - b. Fire Marshal Report
 - c. Gilbertsville Area Community Ambulance Monthly Report
 - d. Bally Community Ambulance Monthly Report
- 12. Public Works Report – Roadmaster Michael Heydt
 - a. Monthly Report
- 13. Manager's Report – Assistant Manager David Thompson
 - a. Schedule of Meetings
 - 1. Monday January 26th, 2026 P/A Reorganization Meeting @ 7pm – No Workshop
 - 2. Monday February 2nd, 2026 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
 - 3. Monday February 9th, 2026 EMS Meeting @ 6pm
- 14. Old Business / New Business
 - a. Township Manager
 - 1. Acceptance of Resignation
 - 2. Appointment of Interim Manager
 - b. Appointment of Zoning and Codes Officer and Building Code Official
- 15. Public Comment
- 16. Adjournment

NEXT MEETING MONDAY FEBRUARY 2ND, 2026 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:02PM. Attending were Chairman Josh Stouch, Vice Chairman Don Bergstresser, Supervisor Sara Carpenter, Solicitor Wendy McKenna, Assistant Manager David Thompson, Allison Lee of Pennoni & Associates, Chief Robert Evans, Treasurer Cynthia O'Donnell, Roadmaster Mike Heydt, and approximately 30 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and announced that Executive Sessions were held at 3pm on January 8th, 2026, 4pm on January 14th, 2026, and this evening from 6:15pm to 6:45pm involving personnel matters. No decisions or votes were given.

Mr. Stouch read the Public Meeting Policy Announcement

The Honorable District Justice Maurice Saylor presented the Oath of Office to the newly promoted Corporals

- a. Corporal Ziegler's daughter and wife assisted in holding the bible during the oath.
- b. Corporal Castellucci's son assisted in holding the bible during the oath.
- c. Corporal Dykie's wife assisted in holding the bible during the oath.

After each Officer was congratulated on their promotion Mr. Stouch suggested having a ten-minute break in the agenda so the families can take pictures.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to hold a ten-minute recess to allow the Corporals families to gather outside the meeting room for pictures. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

7:15pm – Recess

The Board reconvened at 7:25pm

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the January 5th, 2026 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the minutes of the January 5th, 2026 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 January 20th, 2026 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve January 20th, 2026 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Allison Lee

Sonshine III, LP – Retreat at Boyertown, Phase 3, Escrow Release #4 (\$302,504.95) – Ms. Lee recommended Escrow Release #4 for the Retreat at Boyertown.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve Escrow Release #4 in the amount of \$302,504.95 for Retreat at Boyertown, Phase 3 as recommended by Pennoni & Associates. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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 – Wendy McKenna, Esq.

Authorization to Advertise Heart & Lung Hearing – Ms. McKenna asked for the Boards approval for Authorization to Advertise a Heart & Lung Hearing, the manager should choose two dates and this would be a closed meeting.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter for Authorization to Advertise a Heart & Lung Hearing with the manager choosing two dates. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Long Property Appraisal (BOS approval required) – The Township is interested in acquiring this property. Prior to entering into any agreements, the property will need to be appraised. The Natural Lands Trust has agreed to split the cost for the appraisal with the Township.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the appraisal of the Long Property with the Natural Lands Trust agreeing to split the cost. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Long Property Grant Application Services Proposal – a proposal has been made by the Natural Lands Trust to assist the Township in grant writing services at \$3500-\$4000 per application including drafting and submission of applications.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve the Conservation Services Proposal by the Natural Lands Trust to assist in grant writing services, drafting, and submission of grant application for the Long Property at a cost of \$3,500 - \$4,000 per application. 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.

Police Department Report – Chief Robert Evans

December 2025 Police Statistics: 858 calls for service, 5 reportable accidents, 11 non-reportable accidents, 9 criminal investigations, 74 investigation supplements, 3 search warrants, 1 criminal arrests, 47 traffic citations, and 1 non-traffic citation. On December 17th, 2025 our department participated in Shop with a Cop event hosted by Upper Perk Police at Walmart. I, Det. Castellucci, and Officer Maryanski attended this event as department representatives. Special thanks to Upper Perk Police for this invitation to this meaningful community event. Congratulations to Officer Ziegler, Officer Dykie, and Detective Castellucci for their appointments to the Corporal positions. I look forward to the positive leadership impact that this will have for our department and community.

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.

Treasurer's Report – Cynthia O'Donnell

The unpaid bills as of January 20th, 2026 amount to \$257,794.40. Ms. O'Donnell noted the unusual bills for the month and asked for authorization to pay the bills. Mr. Stouch stated that the Board was not able to fully review the bills and wanted the net 30 invoices to be paid at the Treasurer's discretion with the remainder reviewed at the February meeting.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the Net 30 Unpaid Bills as of January 20th, 2026 at the Treasurer's discretion with the remaining unpaid bills reviewed for the February 2nd, 2026 meeting. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Deputy Tax Collector, Molly Bauer (BOS approval required) – Ms. Stouch stated that Molly Bauer has agreed to be Deputy Tax Collection. This would be in the event Ms. Stouch could not complete her obligation as Tax Collector. This would require the Boards approval.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve Molly Bauer as Deputy Tax Collector for Douglass Township. 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.

Emergency Services Report

GF&R December 2025 Report – GF&R had 27 incidents, 16 in Douglass Township, in service time was 68 hours and 36 minutes, busiest time of day was 11am to 2pm, average time from dispatch 5 minutes, average personnel per call 7.4. Chief Duncan stated there was an increase in chimney fires. Fundraising time 169 hours, 30 minutes. 2025 Fire Marshal Report: Mr. Smith reported 4 building investigations, 5 building inspections, 9 burn complaints with 1 citation issued, 1 fire investigation, and 1 court hearing all totaling 32 hours. Ms. Carpenter asked if Mr. Smith had a formal report detailing this information, Mr. Smith replied that he would get her a copy. GACAS had 129 calls for service with 51 calls in Douglass Township. GACAS has hired a full time AEMT. Douglass Township fund requests were sent out at the end of the month; there is some confusion from residents about the membership. Bally Ambulance had 133 calls for service, 6 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 salted & plowed roads and trimmed trees. He also reported that we received enough salt to get through the next storm.

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.

Manager's Report – Assistant Manager David Thompson

a. Schedule of Meetings:

1. Monday January 26th, 2026 P/A (Reorganization) Meeting @ 7pm – No Workshop until March
2. Monday February 2nd, 2026 BOS Agenda Mtg @ 6:30pm, BOS Meeting @ 7pm
3. Monday February 9th, 2026 EMS Meeting @ 6pm

Mr. Thompson announced that Sen. Pennychuik and Rep. Donna Schuren both notified the Township that we will be receiving funding for the County Line Bridge in the amount of \$233,000, so we have been approved for funding of the bridge. Mr. Thompson thanked Mr. Duncan for his help in attaining the funding for the County Line Road Bridge.

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. Township Manager

1. Acceptance of Resignation – Mr. Stouch announced that he has received a resignation letter from Mr. Duncan. He said Mr. Duncan has worked for the Township for 23 years and regrettably accepts his resignation.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the resignation of Andrew Duncan as Township Manager. Bergstresser-Recuse, Stouch-Aye, Carpenter-Aye. Motion passed.

2. Appointment of Interim Manager – Mr. Stouch said that it would make sense to appoint David Thompson as Interim Manager.

A motion was made by Ms. Carpenter, seconded by Bergstresser to appoint Assistant Manager David Thompson as the Townships Interim Manager. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

- b. Appointment of Zoning and Codes Officer and Building Code Official – Mr. Stouch asked Mr. Duncan if he would be willing to accept the appointment as Zoning and Codes Officer and Building Code Official, Mr. Duncan replied yes.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Andrew Duncan as the Zoning and Code Officer and Building Code Official. Bergstresser-Recuse, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Comment

Ms. Orner said that Mr. Duncan is so valuable to Douglass Township you always perform your duties well, and we all think so highly of you. I am glad that you are remaining with the Township.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 7:55pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday February 2nd, 2026 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler