



Douglas Township, Montgomery County

1320 EAST PHILADELPHIA AVENUE • P.O. BOX 297 • GILBERTSVILLE, PENNSYLVANIA 19525-0297
PHONE 610-367-6062 • FAX 610-367-7124
www.douglasstownship.org

AGENDA – March 16th, 2026

1. Call to Order
2. Pledge of Allegiance
3. Public Meeting Policy Announcement
4. Executive Session
5. Public Presentations – Rep. Donna Scheuren & Board of Supervisors
 - a. LSA Award - \$150,000 for Township Building Renovations
 - b. Public Service Recognition – Rebecca Zern, Township Tax Collector 1987-2025
 1. PA Rep. Donna Scheuren – 147th District
 2. PA Sen. Tracy Pennycuick – 24th District
 3. Board of Supervisors
6. Minutes of February 17th, 2026 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Minutes of February 26th, 2026 Special Meeting of the Board of Supervisors (additions, corrections, motion for approval)
 - c. Agenda for March 16th, 2026 – additions, corrections, motion for approval.
7. Solicitor's Report
 - a. Authorization to Advertise for Bid – Township Building Renovation – USDA Construction Letter #2
 - b. Authorization to Advertise for Bid – Township Trash and Recycling Contract
 - c. Forever Green Grant Application – Resolution #03162026-01, Agreement of Sale
8. Public Hearing – Peddling and Soliciting Ordinance Amendment - Ordinance No. 2026-02
9. Engineering Report
 - a. Kelly Acres Lot Realignment – (request approval, draft resolution)
10. Police Department Report – Chief Robert Evans

11. Treasurers Report – Cynthia O’Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
12. Zoning & Code Enforcement – see monthly report
13. 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
14. Public Works Report – Roadmaster Michael Heydt
 - a. Monthly Report
15. Manager’s Report – Manager David Thompson
 - a. Schedule of Meetings
 1. Monday March 23rd, 2026 P/A Meeting @ 7pm – Workshop at 6pm
 2. Monday April 13th, 2026 EMS Meeting @ 6pm
 3. Monday April 20th, 2026 BOS Meeting @ 7pm – (reschedule due to conflict)
 4. Annual Trout Rodeo Saturday May 9th, 2026
16. Old Business / New Business
 - a. Retirement Notification – Cynthia O’Donnell, Finance Director
17. Public Comment
18. Adjournment

NEXT MEETING MONDAY APRIL 20TH, 2026 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:11PM. Attending were Chairman Josh Stouch, Vice Chairman Don Bergstresser, Supervisor Sara Carpenter, Solicitor Wendy McKenna, Manager David Thompson, Khal Hassan of Pennoni & Associates, Chief Evans, Andrew Duncan, Roadmaster Mike Heydt, and approximately 25 residents/developers. A reporter was present.

Mr. Stouch led in the Pledge of Allegiance and read the Public Meeting Policy Announcement.

Mr. Stouch announced that an Executive Session was held this evening from approximately 6:25pm to 7:05pm involving personnel & litigation matters. No decisions or votes were given.

Public Presentations – Rep. Donna Scheuren & Board of Supervisors

LSA Award - \$150,000 for Township Building Renovations – Rep. Donna Scheuren presented a check for \$150,000 to Douglass Township for phase 1 of the Administration Building Renovation through the LSA Grant that she helped facilitate.

Public Service Recognition – Rebecca Zern, Township Tax Collector 1987-2025

- 1. PA Rep. Donna Scheuren – 147th, District – Rep. Scheuren presented Rebecca Zern with a Public Service Recognition from the Commonwealth of PA for services to the Township as Tax Collector from 1987-2025.*
- 2. Representative for PA Sen. Tracy Pennycuick – 24th District – Braden Bartman & Rep Scheuren presented Rebecca Zern with a Public Service Recognition on behalf of Sen. Tracy Pennycuick.*
- 3. Board of Supervisors – Presented Ms. Zern with a Public Service Recognition for her years of service to the Township and a Service Award Plaque for her years of service as Tax Collector from 1985-2025.*

Ms. Zern thanked township staff, public, family, and her many friends in attendance this evening for all their support and kindness throughout her forty years of service as Tax Collector for Douglass Township.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of the February 17th, 2026 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Bergstresser, seconded by Mr. Stouch to approve the minutes of the February 17th, 2026 Board of Supervisors Meeting 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 February 26th, 2026 Special Meeting of the Board of Supervisors.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to approve the minutes of the February 26th, 2026 Special Meeting of the Board of Supervisors. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the March 16th, 2026 Board of Supervisors Agenda, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve March 16th, 2026 Board of Supervisors Agenda as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Solicitor's Report – Wendy McKenna, Esq.

Authorization to Advertise for Bid – Township Building Renovation – USDA Construction Letter #2 – Solicitor authorization to advertise for bids on the Township Building Renovation Project.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize the Solicitor to Advertise for Bid on the Township Building Renovation Project. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Authorization to Advertise for Bid – Township Trash and Recycling Contract – this item was tabled, no action taken.

Forever Green Grant Application – Resolution #03162026-01, Agreement of Sale – this is a resolution authorizing the submission of a grant application for the Montco Forever Green Grant Program with funding to assist the Township in acquiring the Long Estate Property at 300 Jackson Road which is approximately 80 acres, the appraisal of the property is \$488,000.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adopt Resolution #03162026-01 for the Forever Green Grant Application. Bergstresser-Aye, Stouch-Aye, 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.

Public Hearing – Solicitation (No Knock) Ordinance Amendment #2026-02

This ordinance amends Chapter 187, Peddling and Soliciting, providing for the regulation of a do no solicit registry. Exhibit list: B1 Motion to Advertise 2/17/2026, B2 Legal Notice, B3 Correspondence to Law Library 3/5/2026, B4 Proof of Publication, and the actual ordinance. This amendment would allow residents to post a legible "No Solicitors" or "No Solicitations" sign on the premises or request to have their addresses placed on the Do Not Solicit Registry by submitting a request in writing to the Township Police Secretary or registering online as provided by the Township. Ms. Wills stated that Presidential Estates have no solicitors signs out but they still come. Ms. McKenna said the public would register with the police department, Chief Evans said first we will check to see if they have solicitation permits, then they will be asked to leave or will be fined.

A motion was made by Ms. Carpenter, seconded by Mr. Stouch to approve Ordinance #2026-02 Peddling and Soliciting Ordinance Amendment. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Engineering Report – Khal Hassan

Kelly Acres Lot Realignment – (request approval, draft resolution) – Mr. Hassan said that the garage was built too close to the lot line, this effects 286 Buchert Rd and 288 Buchert Rd in the Kelly Acres development. The realignment will adjust the lot line; it was caught early and will not affect the remaining lots. A resolution would be drafted to correct the lot line.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize the Solicitor to draft a Resolution for the Kelly Acres Lot Realignment. 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.

Police Department Report – Chief Robert Evans

January Statistics – 848 calls for service, 12 reportable accidents, 11 non-reportable accidents, 87 traffic citations, 7 criminal investigations, 32 investigation supplements, 6 search warrants, 6 criminal arrests, and 5 non-traffic citations. *February Statistics* – 860 calls for service, 7 reportable accidents, 9 non-reportable accidents, 74 traffic citations, 7 criminal investigations, 54 investigation supplements, 6 search warrants, 4 criminal arrests, and 45 non-traffic citations. In February, newly appointed Corporals, Cpl. Castellucci, Cpl. Dykie, and Cpl. Ziegler, attended POSIT training. The Police Supervisor In-Service Training (POSIT) program provides first-line supervisors with the necessary tools to be strong leaders within their organizations and communities. Specifically, POSIT can help prepare first-line supervisors in the transition from being a line officer to a supervisor requiring a specific mindset and skill set to be an integral part of the management team. Officer Maryanski has completed her field Training with our department and placed on the schedule as a probationary officer. I look forward to her continued growth. April 25th, 2026 our department will be participating in the DEA

Drug Takeback Program. This event will run from 10am – 2pm on this date with the drop-off site being located at the Douglass Township Police Department located at 1456 E. Phila Ave, Gilbertsville PA. Controlled and non-controlled medications along with over-the-counter medications will be accepted. Liquids and creams in their packaging will be accepted. Vape pens and other e-cigarette devices cannot be accepted. No other Illegal substances will be accepted. Sharps and Syringes will not be accepted. Chief Evans noted that the police department will be wearing mourning bands on their badges acknowledging the ultimate sacrifice of Officer O'Connor during a routine traffic stop.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser 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 March 16th, 2026 amount to \$228,289.21 including an additional bill for the audit to Cherry Bekaert.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment of the bills for March 16th, 2026 in the amount of \$228,289.21. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Authorization is needed for the March 2026 rental payment to Gilbertsville Fire & Rescue in the amount of \$5,600.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to authorize payment in the amount of \$5,600 for March 2026 rental to Gilbertsville Fire and Rescue. Bergstresser-Abstain, Stouch-Aye, 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.

Zoning & Code Enforcement Report – Andrew Duncan

February 2026: 1 alteration, 2 re-roof, 1 aboveground pool, 2 decks, 2 inground pools for a total of 6 permits. 8 zoning permits, 26 inspections completed by Kraft, 48 hours of review time, and 3 violation notices (gas leaks).

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the Zoning & Code Enforcement Report as presented. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Emergency Services Report

GF&R February 2026 Report – GF&R had 28 incidents, 20 in Douglass Township, busiest time of day was 11am to 12noon, average time from dispatch 5 minutes 12 seconds, average personnel per call 7.3. Fundraising time 4 hours, snow removal 4 hours, and meetings 23 hours. GACAS had 97 calls for service with 37 calls in Douglass Township. Bally Ambulance had 112 calls for service, 5 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 twice this month, painted plows, removed trees from roadways, cleaned ditches, filled potholes, cleared inlets, maintained winter equipment, cleaned drains at shop. Mr. Stouch commented that the roadcrew did a great job with the snow. Mr. Heydt said he will have another list of equipment to sell.

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 David Thompson

a. Schedule of Meetings:

1. Monday March 23rd, 2026 P/A Meeting @ 7pm – Workshop @ 6pm (sidewalk analysis & discussion with Post Office involving cluster boxes)
2. Monday April 13th, 2026 ESB Meeting @ 6pm
3. Monday April 20th, 2026 BOS Meeting @ 7pm (reschedule due to conflict) – change to Thursday April 23rd, 2026 @ 7pm at Gilbertsville Fire Company.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to advertise BOS Meeting date from Monday April 20th, 2026 to Thursday April 23rd, 2026 for 7pm at Gilbertsville Fire Company. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

4. Annual Trout Rodeo Saturday May 9th, 2026 at 170 Linsenbeidler Rd, 8am – 12noon - (approval required)

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to approve the Douglass Township Annual Trout Rodeo for Saturday May 9th, 2026 at 170 Linsenbeidler Road from 8am – 12noon. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

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

Retirement Notification – Cynthia O'Donnell, Finance Director – Mr. Thompson announced that Ms. O'Donnell has given a retirement date of no later than 7/31/2026 and asked for the Board to accept this notification.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the retirement notification date of no later than 7/31/2026 from Finance Director/Treasurer Cynthia O'Donnell. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Bergstresser to authorize Mr. Thompson to advertise the Finance Director/Treasurer position, in the appropriate outlets, seeking candidates to fill the position for Douglass Township. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

Public Comment

Mr. Updegrove asked who purchases the fish for the rodeo, Mr. Stouch that the Township purchases the fish with donations from area businesses.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to adjourn the meeting at 8:06pm. Bergstresser-Aye, Stouch-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be rescheduled for Thursday April 23rd, 2026 @ 7 pm at the Gilbertsville Fire Company.

Respectfully submitted by,
Marcy Meitzler