



Douglas Township, Montgomery County

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AGENDA – July 20th, 2026

1. Call to Order
2. Pledge of Allegiance
3. Public Meeting Policy Announcement
4. Executive Session
5. Minutes of June 15th, 2026 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Special Meeting, Minutes of July 6th, 2026 – additions, correction, motion for approval.
 - c. Agenda for July 20th, 2026 – additions, corrections, motion for approval.
6. Solicitor's Report – Wendy McKenna
 - a. PMRPC Withdraw Hearing Update (July 6th, 2026)
 - b. Multimodal Grant Application Resolution #07202026-01
7. Engineering Report – Khal Hassan
8. Police Department Report – Chief Robert Evans
 - a. Monthly Report
 - b. SMT Grant – Safety Vests
 - c. Police Foyer Bid Documents
 - d. Lieutenant Vacancy Presentation
 - e. Traffic Calming Policy
 - f. Request to sell Car #1 on Municibid (Authorization Needed)
9. Treasurers Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. 2026 Budget Amendments
 - c. Corporate Resolution – Great Eastern Banking
10. Zoning & Code Enforcement Report – Andrew Duncan

11. Emergency Services Reports – (copies in lobby)
 - a. Gilbertsville Fire and Rescue Monthly Report
 1. Burn Ban Ordinance Update – Resolution Authorization
 - b. LVH Medevac Plan
 - c. Gilbertsville Area Community Ambulance Monthly Report
 - d. Bally Community Ambulance Monthly Report
12. Manager's Report – Manager David Thompson
 - a. Schedule of Meetings
 1. Monday July 27th, 2026 P/A Meeting @ 7pm – Workshop at 6pm
 2. Monday August 10th, 2026 ESB Meeting @ 6pm
 3. Monday August 17th, 2026 BOS Meeting @ 7pm, Agenda Mtg @ 6pm
 - b. Trash Contract - Signatures
 - c. Authorization to Extend Tar & Chip Contract with AMS
 - d. Baseball Field – Fees & Memo of Understanding
13. Old Business / New Business
 - a. Finance Director Update
 - b. Treasurer Appointment
 - c. Building Renovation Project – Motion to Award/Reject Bids
14. Public Comment
15. Adjournment

NEXT MEETING MONDAY AUGUST 17th, 2026 @ 7PM

The meeting of the Douglass Township Board of Supervisors was called to order at 7:05 PM. Attending was Vice Chairman Don Bergstresser, Supervisor Sara Carpenter, Solicitor Wendy McKenna, Manager David Thompson, Khal Hassan of Pennoni & Associates, Chief Robert Evans, Andrew Duncan, Cynthia O'Donnell, McKenna Powanda, and approximately 15 residents/developers. A reporter was in attendance.

Mr. Bergstresser led in the Pledge of Allegiance and read the Public Meeting Policy Announcement and announced that an Executive Session was held on June 30th, 2026 from approximately 3:30pm to 4:30pm involving personnel matters, no decisions were made.

Mr. Bergstresser asked if there were any additions, corrections, or comments to the minutes of the June 15th, 2026 Board of Supervisors Meeting, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the minutes of the June 15th, 2026 Board of Supervisors Meeting as presented. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Mr. Bergstresser asked if there were any additions, corrections, or comments to the minutes of the July 6th, 2026 Special Meeting of the Board of Supervisors, none were given.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to approve the Special Meeting minutes of July 6th, 2026 as presented. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Mr. Bergstresser asked if there were any additions, corrections, or comments to the July 20th, 2026 Board of Supervisors Agenda, none were given.

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

Solicitor's Report – Wendy McKenna, Esq.

PMRPC Withdraw Hearing Update – On July 6th, 2026 the Township held a hearing to withdraw from PMRPC. A Resolution was signed and all members of the PMRPC were sent copies. The Township is still a member of PMRPC until one year after signing the Resolution which will be July 6th, 2027.

Multimodal Grant Application Resolution #07202026-01 – this grant is for a no match requirement to upgrade the sidewalks along the 1200 block of E Phila Ave. Ms. Carpenter stated that the Planning Agency is in favor of this application.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt Resolution #07202026-01 for the Multimodal Grant Application for a no match requirement to upgrade sidewalks in the 1200 block of E. Phila Ave. Bergstresser-Aye, Carpenter-Aye. Motion passed.

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

Engineering Report – Khal Hassan

County Line Road Bridge – Mr. Hassan stated that a scheduled pre-bid meeting will be on-site on July 22nd, 2026. The bids will be opened on July 29th, 2026.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to accept the Engineering Report as presented. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Police Department Report – Chief Robert Evans

June Statistics – 804 calls for service, 7 reportable accidents, 14 non-reportable accidents, 84 traffic citations, 8 criminal investigations, 52 investigation supplements, 2 search warrants, 1 criminal arrest, and 3 non-traffic citations. Officer Liam Chambers was recently sworn in before Judge Saylor on June 8th, 2026 and has begun his Field Training with our department. He is progressing well and we look forward to his growth. Police Department new vehicles were purchased and lettered. Department is awaiting vehicle equipment to arrive and be upfitted to the vehicles. Once this occurs, both units will be placed in service. Detective Delaney attended Interview and Interrogation Training. Officer Sedgwick completed Child Passenger Safety updates and is a certified Technician with the National Child Passenger Safety-Safe Kids Worldwide. Please schedule an appointment with our department if you wish to have your child seat inspected.

SMT Grant (Safety Vests) – Received a grant through our insurance company for 50% match to be used for safety vests.

Police Foyer Bid Documents – working with architect to prepare bid documents.

Lieutenant Vacancy Presentation – Chief Evans explained that this position would aide in the efficiency of the department, allows for Chief to attend other meetings, helps manage the accreditation program, will assume command in the Chiefs absence, and will serve as an executive leadership role in the department. The Board will revisit this position at a later date.

Traffic Calming Policy – the last update to this policy was in 2024, plans are to review and draft a revision. A resident asked if this is for a specific road, the Chief replied that this is a general policy for all roads. The resident stated that landscape trucks park on the road and obstruct the view on the roads, the Chief responded that the police should be notified, and they will be told to move or be cited. A resident also asked if ebikes were a problem, Chief Evans responded that it is not a problem like some other areas however it will be a problem in the future. Concerns were brought to the Chiefs attention about speeding on Sassamansville Road & Grosser Road.

Request to sell police Car #1 on Municibid – Chief Evans requested authorization to advertise the sale of the 2016 Ford Explorer on municibid.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to authorize the sale of the 2016 Ford Explorer police vehicle on Municibid. Bergstresser-Aye, Carpenter-Aye. Motion passed.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to accept the Police Department Report as presented. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Treasurer's Report – Cindy O'Donnell

The unpaid bills as of July 20th, 2026 amounts to \$388,606.12 excluding GF&R releases, 50% of EMS taxes from January 2026 – June 30th, 2026 for GACAS is included in this bill payment.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the unpaid bills for July 20th, 2026 in the amount of \$388,606.12. Bergstresser-Aye, Carpenter-Aye. Motion passed.

2026 Budget Amendments #3

General Fund: Adjustments for an increase of \$38,467.00 for the upfitting for the police car and services from Omega. This leaves a deficit of \$451,852.00.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve 2026 Budget Amendment #3 for General Fund adjustments as presented by the Treasurer. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Corporate Resolution – Ms. O'Donnell asked the Board to authorize the removal of Ms. O'Donnell name from the Corporate Resolution for Great Eastern Banking and add David Thompson's name on the resolution as she is retiring on July 31st, 2026.

A motion was made by Ms. Carpenter, seconded by Mr. Bergstresser to adopt the Corporate Resolution for Great Eastern Banking, removing Cynthia O'Donnell and adding David Thompson as primary. Bergstresser-Aye, Carpenter-Aye. Motion passed.

Ms. O'Donnell stated that this is her last meeting for Douglass as she is retiring July 31st, 2026, she added that it has been a pleasure working for the Township for 21 years. The Board thanked her for her service to the Township and wished her well in retirement.

Zoning & Code Enforcement Report - Andrew Duncan

June 2026 Statistics – 31 permits issued, 57 inspections completed, 6 pending violations, and 6 violations in June 2026. Working on updating the Master Traffic Ordinance and adding the Traffic Calming Policy to that ordinance.

Emergency Services Report

GF&R – for the month of June there were 13 incidents, 9 in Douglass. Busiest time of day was 1pm-3pm, average time of arrival was 9 minutes and 26 seconds, average personnel per call was 7.6, 8 hours of training, 3 hours for meetings, and 7 hours for events. Training – engineers night/equipment checks, traffic incident/scene safety, passenger vehicle rescue operations level, pump training, firefighter CPR, and fire officer 2 certification. The tax paperwork requested by the Treasurer is in progress.

Burn Ban Update(Resolution Authorization) – a burn ban update has been requested amending the ordinance for a 30 day burn ban to be authorized at the discretion of the Police Chief, Fire Marshal, and Supervisor Chairman.

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to authorize the Solicitor to draft a Resolution amending the Burn Ban Ordinance to be a 30-Day Burn Ban implemented at the discretion of the Supervisor Chairman, Fire Marshal, and Police Chief. Bergstresser-Aye, Carpenter-Aye. Motion passed.

LVH Medevac Plan – the FAA has given permission for LVH to land emergency helicopters, so there may be a proposal coming for a landing pad for helicopter emergency landing use.

GACAS – 148 dispatches (48 in Douglass, 39 in New Hanover, 16 in Upper Pottsgrove, 45 in other jurisdictions. A new GACAS Chief was hired (Eric Biddle), he could not attend this evening.

Bally Ambulance – 171 calls for service, 6 in Douglass.

Written reports only - copies of reports are available in the lobby.

Manager's Report – Manager David Thompson

a. Schedule of Meetings:

1. Monday July 27th, 2026 P/A Meeting @ 7pm – Workshop @ 6pm (mailbox ordinance draft & Gilbertsville Retail Analysis)
2. Monday August 10th, 2026 ESB Meeting @ 6pm
3. Monday August 17th, 2026 BOS Meeting @ 7pm, Agenda Meeting @ 6:00pm

- #### **b. Trash Contract – signatures are needed for the contract beginning January 2027 with Whitetail Disposal**
- #### **c. Authorization to Extend Tar & Chip Contract with AMS for the final year (3 of 3) extension of the contract.**

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to approve the final year extension of year 3 of the 3-year contract for the AMS Tar & Chip Contract. Bergstresser-Aye, Carpenter-Aye. Motion passed.

- #### **d. Baseball Field (Fees & Memo of Understanding) – Mr. Thompson stated that the Township would like to implement a Memo of Understanding with required fees for the use of the baseball field. A representative of the Midget League they never had to do this before it was like a gentlemen's agreement that we could have the tournaments at the field. They did submit the fees as requested however they could only hold one of the events because of teams dropping out. Mr. Thompson stated that we had to implement this policy this year because an event was held at the ballfield by a different group that was above and beyond what is allowed. The Township will refund half of the amount submitted by the Midget League. The Midget League has no problem with the memo of understanding.**

Over 30 League – a representative of the Over 30 League stated that they also never had to pay fees for use of the field and the fee will cause teams to drop out of the tournament. It was stated that last years event did not have permission for food trucks, D J's, or any type of advertised community event. This year a policy has been put in place and fees for these events. Reservations must be attained through the office with the appropriate fees and certificates of insurance.

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

Old Business/New Business

- a. *Finance Director* – one company was interviewed as Interim Finance Director

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter authorizing David Thompson as Interim Manager to select the Finance Director subject to Solicitors review. Bergstresser-Aye, Carpenter-Aye. Motion passed.

- b. *Treasurer Appointment* – a motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to appoint David Thompson as Treasurer for Douglass Township. Bergstresser-Aye, Carpenter-Aye. Motion passed.

- c. *Building Renovation Project* – Motion to Award/Reject Bid (tabled by Board) – the Township was notified by Sen. Pennychuick that we were awarded a one-million-dollar grant toward this project with the Township responsible for 2.5 million. A public notice will be given. The Township has until August 3rd, 2026 to make a decision.

Public Comment

No public comment was given

A motion was made by Mr. Bergstresser, seconded by Ms. Carpenter to adjourn the meeting at 8:15pm. Bergstresser-Aye, Carpenter-Aye. Motion passed.

The next Board of Supervisor's Meeting will be Monday August 17th, 2026 @ 7 pm

Respectfully submitted by,
Marcy Meitzler