

**District Township Supervisors
Business Meeting
October 18, 2021**

BUSINESS MEETING CALL TO ORDER

Chairman Ed Overberger called to order the District Township Board of Supervisors Business Meeting, held at 202 Weil Road, Boyertown, PA at 7:11 p.m. Present were Chairman Ed Overberger, Supervisor John Burger, Solicitor Gene Orlando, Engineer John Weber, Planning Commission Chair Piper Sherburne and Secretary Elaine Schwien. No residents attended. *Vice-Chairman Leonard Robb joined by phone at 7:34 p.m.

AGENDA

The October 18, 2021 Business Meeting agenda was posted to the District Township website and municipal building on 10/15/21.

MINUTES

A motion was made by Mr. Overberger, seconded by Mr. Burger, to approve the minutes of the September 16, 2021 Business Meeting. All in favor. A motion was made by Mr. Overberger, seconded by Mr. Burger, to approve the minutes of the September 16, 2021 Public Hearing. All in favor.

PUBLIC PARTICIPATION

None.

SOLICITOR – Eugene Orlando

Proposed Ordinance 2021-3: Tabled at this time for further consideration.

Record Keeping Policy: The Secretary reviewed the current records retention policy (Resolution 2014-12) and the current Municipal Records Manual for possible changes/updates. No revisions were suggested but discussion was held on Act 65 regarding the posting of agendas on the Township website/building. Since the agendas are not permanently retained on the website (no requirement for such) the Secretary will note the posting date in the minutes. A brief discussion was also held regarding public hearings of the Zoning Hearing Board. Solicitor Orlando recommended the purchase of transcripts for permanent township retention.

Public Participation Policy: The Sunshine Act provides for public participation at meetings. Mr. Overberger briefly discussed developing a public participation policy to help with meeting organization. He recalled that such a township policy may already exist. The Secretary will look further and Solicitor Orlando will research a sample or model policy.

ROADMASTER - Ed Overberger

Stormwater Culvert Update:

- Consideration of Change Order for Alternate Vendor of Concrete Pipe.

Due to a shortage of materials, the endwalls are not available until next spring. An alternate vendor has been found with a relatively small increase in the price. The Board agreed to move forward with the change order. Mr. Overberger made a motion to accept Change Order 01, from Bertolet Construction, for the endwall cost increase of \$3,114.28, pertaining to the Dogwood Drive and Merkle Road Culvert Project. Seconded by Mr. Robb. All in favor.

Mr. Weber discussed with the Board various aspects of the project. Two weeks notification prior to road closure, advising the school district, county, emergency services, property owners, etc. Expected length of work 3 to 4 weeks each. Will start with Merkle Road.

2021 Roadwork:

- Chew Road – Waiting on Carl Bales Excavating schedule.

Weidner Road Bridge: Contractors are too busy to assist the Township at this time. The Road Crew will bring in stone and finish fixing the road. The additional pipe will be handled at a later time.

2021-2022 Road Salt Contract: Delayed but has been released.

Onroad Rebate Program - Kodiak: The Secretary provided an update from Driving PA Forward. They are looking to close the Onroad Rebate Program early due to application requests which already exceed available funding. The application review process will start upon program closure. Applications will be reviewed in the order received. The Township will likely receive notification sometime in December.

Mr. Overberger reported on a large truck repair bill (older F-550). Rust issues with calipers/brake shoes/front suspension parts. Bill total \$3,475.53.

Ken Schroeder now actively working on the Road Crew.

ZONING OFFICER – John Weber

Wireless Facilities Act: Mr. Weber advised of rough first draft. He would like to review with Solicitor Orlando before presenting to the Board. Mr. Overberger authorized the Solicitor Orlando review.

783 Huffs Church Road: Received emails regarding potential rock crushing at this location. The current business is permitted as a preexisting nonconforming use but this type of accessory processing would be more of an industrial use. The Board has spoken with the property owner and no activity relating to rock crushing is occurring at this time. Mr. Weber will respond accordingly to the emails.

875 Huffs Church Road: Property owners are continuing to cleanup.

Delong and Bitting Roads: Mr. Weber reported on conversation he had with the property owner. She understood and will speak with the tenant regarding cleanup.

PLANNING COMMISSION—Piper Sherburne

Cynthia L. Brensinger Minor Subdivision: No action. Extension of time until December 17, 2021.

ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne

Spotted Lanternfly: Bulk of the money went to railroads and PennDOT as the spotted lanternfly is travelling west in Pennsylvania on rail and roads.

BUILDING COMMITTEE-Leonard Robb

HVAC Repair: Parts received, scheduled to come out.

Water Softener Maintenance: Annual service time. The Secretary obtained a verbal quote from Martin Water Conditioning of \$200-\$300. Reviewed the service detail. Mr. Overberger made a motion to engage Martin Water Conditioning for the annual service to the water system for a cost not to exceed \$300. Seconded by Mr. Robb. All in favor.

Floor Renovation: The Board re-reviewed Division 09 Contract Flooring's proposal. Discussed flooring material options. The Board decided to include the cubbyhole space in the renovation. Mr. Overberger made a motion to

accept the quotation from Division 09 Contract Flooring, bid date 7/30/21, in the amount of up to \$12,000. Seconded by Mr. Robb. All in favor. The request will be made for Division 09 to come out and finalize the details.

RECREATION- John Burger
No report.

EMERGENCY MANAGEMENT – Tim Adam
Per the Secretary EBFD responded to 49 calls in the month of September with 6 of them being in District Township. Year-to-date 352 calls.

TREASURER REPORT – Karen Krall

Elaine Schwien reported:

As of September 30, 2021 the balances were:

General Fund	\$ 740,274.14
State Fund	\$ 159,285.63
Capital Reserve	\$ 264,441.33
Culvert Bridge Fund	\$ 483,351.27
American Rescue Plan Fund	<u>\$ 74,473.87</u>
Total	\$ 1,721,826.24

Status of Escrow Accounts:

904/906 Huffs Church Road Balance: Schwien \$250/Miller \$250.

DISBURSEMENTS

Total General & Payroll Fund Disbursement: \$41,176.42

Total State Fund Disbursement: \$0

A motion was made by Mr. Overberger to pay the bills in the amount of \$41,176.42. Seconded by Mr. Burger. All in favor.

OLD BUSINESS

American Rescue Plan Fund – Budget Resolution: Tabled until ready for disbursement.

Refresh Township Logo: No update.

NEW BUSINESS

Donation to Keystone Water Rescue: Mr. Overberger made a motion to donate \$300 to Keystone Water Rescue. Seconded by Mr. Robb. All in favor. The Road Crew received assistance for tractor stuck on Weidner Road.

Business Cell Phone: The Assistant Roadmaster’s 3G phone/service with AT&T will be discontinued in February 2022. The Township is required to upgrade. The Secretary spoke with AT&T and Consumer Cellular to review options. The information was reviewed by the Board and the Secretary will follow-up with additional questions.

PUBLIC PARTICIPATION

Public Comment: None further.

ADJOURNMENT

With no further business to come before the Board, there was a motion made by Mr. Overberger, seconded by Mr. Robb, to adjourn the business meeting at 8:55 p.m. All in favor.

Respectfully submitted,
Elaine Schwien, District Township Secretary