

**District Township Supervisors  
Business Meeting  
March 17, 2022**

**EXECUTIVE SESSION**

The Board of Supervisors met at 6:30 p.m. to discuss personnel matters.

**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 7:05 p.m. Present were Chairman Ed Overberger, Vice-Chairman Leonard Robb, Supervisor Ron Leibowitz, Solicitor Gene Orlando, Engineer John Weber, Emergency Management Coordinator Tim Adam and Secretary Elaine Schwien. John Aston of Aston Surveyors/Engineers was present. Two residents, Cynthia Brensinger and Joanna Overberger also attended.

**AGENDA**

The March 17, 2022 Business Meeting agenda was posted to the District Township website and municipal building on 3/16/22.

**MINUTES**

A motion was made by Mr. Overberger, seconded by Mr. Leibowitz, to approve the minutes of the February 17, 2022 Business Meeting. All in favor.

**PUBLIC PARTICIPATION**

None.

**SOLICITOR – Eugene Orlando**

**Possible New User on the Cell Tower:** A letter was sent by the Secretary, in coordination with the Solicitor, requesting updated cell tower user information from American Tower. To date, no response has been received. The Board directed the Secretary to send a follow-up letter.

**Service Electric Franchise Fee:** The Solicitor overviewed the current cable franchise agreement with the Board of Supervisors that is held with Service Electric. The Service Electric quarterly reports appear to comply with the contract. Solicitor Orlando noted the Township has the right (every 3 years) to require an audit of the Service Electric franchise reports. The agreement was signed in August of 2019. The Board tabled further discussion to the July Supervisors meeting.

**ROADMASTER - Ed Overberger**

**Stormwater Culverts:**

- **Lutz Road** - Mr. Weber viewed the pipe on Lutz Road reporting the end sections are rusted but generally it is not in bad condition. The project will require full permitting and likely the Phase 1 Bog Turtle Habitat Survey. The Board determined not to move forward with the Lutz Road project at this time.

Mr. Overberger and Mr. Weber will review and discuss items on the bridge inspection report.

**Onroad Rebate Program - Kodiak:**

- **Equipment Upfit for the Cab Chassis Truck** – Mr. Overberger reviewed the quotes from Lancaster Truck Bodies and T P Trailers & Truck Equipment (both COSTARS). The Board determined to move forward with the T P Trailer quote. Mr. Overberger made a motion to accept quote # RSB5576, from T P Trailers & Truck

Equipment, dated 3/8/22, purchasing the equipment as specified in the quote, in the amount of \$53,994. Seconded by Mr. Leibowitz. All in favor.

Mr. Overberger reported the scrapping of the Kodiak is in process. The fluids have been drained and a hole put in the engine block. Required pictures have been taken. The Kodiak will be towed to finish the scrapping process of cutting the chassis rails in half.

Mr. Overberger made a motion to approve the purchase of a new Gerotor Motor (for the salt spreader) from Force America in the amount of \$559.30. Seconded by Mr. Robb. All in favor.

Mr. Overberger made a motion to spend up to \$1,000 to repair #7's (17 Ford) hydraulic system for the lift body, not built properly. Seconded by Mr. Leibowitz. All in favor.

#### **ZONING OFFICER – John Weber**

**Wireless Facilities Act:** Per Mr. Weber the first draft has been completed and forwarded to Solicitor Orlando for review.

**Bull Road Improvements:** Mr. Weber met with Carl Bales. Pictures were provided of Bull Road for the Board to review. Discussion was held on improving both sides of the road. Mr. Weber will reach out to Carl Bales for pricing.

**875 Huffs Church Road:** Still progressing.

**889 Delong Road:** As directed by the Board, Mr. Weber sent a letter to the property owner regarding the condition of the property (ordinance violations) noting that failure to take corrective action may result in formal enforcement action. The property owner did respond to Mr. Weber indicating she does understand something needs to be done. She has been in touch with the tenant/tenant's son and this matter will be worked on.

#### **PLANNING COMMISSION—Piper Sherburne**

##### **Cynthia L. Brensinger Minor Subdivision**

Per Mr. Weber and Mr. Aston all items have been revised as per the last review letter from LTL Consultants. The driveway note has been added as provided by Solicitor Orlando. The plans have been signed by the owner and notarized.

Mr. Overberger made a motion to approve the Cynthia L. Brensinger Minor Subdivision Plan (revision no. 2/3-3-22) with the new driveway note attached, contingent upon receipt of the Sewage Facilities Planning Module from DEP, with the plans being held until the module is received. Seconded by Mr. Robb. All in favor.

No action on extension of time/not needed.

**Meitzler Annexation Sketch Plan:** New informal plan received by the Township to be reviewed at the April PC meeting.

#### **ENVIRONMENTAL ADVISORY COMMITTEE—Piper Sherburne**

**Spotted Lanternfly:** No report.

#### **BUILDING COMMITTEE—Leonard Robb**

**LED Lights at the Garage:** Brief discussion, waiting on quote to consider further.

**Floor Mats/Chair Mats for the Municipal Building:** The Board discussed purchasing mats to protect the new carpet/flooring. Authorization was given to the Secretary to purchase floor and chair mats out of the budget for office supplies. Mr. Leibowitz will take measurements.

**RECREATION-John Burger**  
No report.

**EMERGENCY MANAGEMENT – Tim Adam**

EBFD responded to 36 calls in the month of February, 4 in District Township. Total calls year to date 116.

Mr. Adam noted he attended an online Hazard Mitigation class. Briefly discussed with the Board whether Weidner/Chew/Bull Roads are on the FEMA floodplain map. Mr. Adam will check with Mr. Weber.

Mr. Adam is working on redoing the run cards.

The discussion continued from last month on identifying problem driveways for emergency vehicles, perhaps indicating with a red reflective sign. A Township wide mailing was discussed in coordination with EBFD, to remind residents they should have a 911 reflective sign. Chief Mutter to attend April Board meeting.

**TREASURER REPORT – Karen Krall**

**Elaine Schwien reported:**

As of February 28, 2022 the balances were:

General Fund	\$ 708,811.74
State Fund	\$ 163,730.10
Capital Reserve	\$ 264,485.10
Culvert Bridge Fund	\$ 253,320.57
American Rescue Plan Fund	<u>\$ 74,476.94</u>
Total	\$ 1,464,824.45

**Status of Escrow Accounts:**

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

**DISBURSEMENTS**

Total General & Payroll Fund Disbursement: \$42,838.24

Total State Fund Disbursement: \$0

A motion was made by Mr. Overberger to pay the bills in the amount of \$42,838.24. Seconded by Mr. Robb. All in favor.

**PLGIT/TERM Program:** Tabled until next month.

**OLD BUSINESS**

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

- **Treasury Portal/Reporting** – The Secretary registered District Township via the Treasury’s portal. The portal is used for reporting and compliance purposes. Three specific roles were designated: Account Administrator and Point of Contact for Reporting – the Secretary. Authorized Representative for Reporting – the Treasurer.
- **Standard Allowance Option** – The first annual report is due by April 30, 2022. The Board confirmed its intent to utilize the Standard Allowance Option.
- **Use of ARP Funds** – No ARP monies have been allocated for use thus far.

Refresh Township Logo: No update.

#### NEW BUSINESS

Year End 2021 Audit: Report to the Board, DCED Report, Audit Notice from Barbara Akins, CPA

Approval to Advertise: Auditors Notice for Year Ended 12/31/21

Mr. Overberger made a motion to approve advertisement of the Auditors Notice for Year Ended 12/31/21.

Seconded by Mr. Leibowitz. All in favor.

PLGIT Permissions Form/Contact Record: Signatures required to add Ronald Leibowitz to the account - Karen Krall and Ronald Leibowitz.

Revised List of Sewage Enforcement Officers: Mr. Overberger made a motion to appoint Charyn Ayoub, Sewage Enforcement Officer, Certification #03576, of District Township. Seconded by Mr. Robb. All in favor.

Perkiomen Stormwater Initiative: The Board would like to receive a presentation/further explanation/opportunity for questions, before considering any further.

CELG Master Planner Classes: Mr. Overberger made a motion to approve attendance for Ron Leibowitz at the first (or one) Master Planner class offered through CELG at a cost of \$110. Seconded by Mr. Robb. All in favor.

#### PUBLIC PARTICIPATION

Public Comment: None further.

#### ADJOURNMENT

With no further business to come before the Board, there was a motion made by Mr. Robb, seconded by Mr. Overberger, to adjourn the business meeting at 8:40 p.m. All in favor.

Respectfully submitted,

Elaine Schwien, District Township Secretary